ARCHITECTURAL SURVEY MANUAL

Practical Advice for Recording Historic Resources

Survey & Planning Branch
State Historic Preservation Office
Office of Archives and History
North Carolina Department of Cultural Resources

Raleigh, North Carolina

2008

North Carolina Historic Preservation Office

ARCHITECTURAL SURVEY MANUAL

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Preface

For more than three decades, the State Historic Preservation Office in the Division of Historical Resources (formerly Division of Archives and History) has conducted North Carolina's statewide architectural survey program. The Preservation Office has sponsored and co-sponsored, assisted and guided dozens of local and regional architectural surveys throughout the state--all part of the statewide program whose mission is to identify, record, and encourage the preservation of North Carolina's rich and varied historic and architectural heritage.

For each community and county, as for the state and nation as a whole, creating a photographic and written record of historic places is the first, crucial step in recognizing, valuing, and preserving the heritage of the past for the benefit of the present and the future. Each survey project provides a local base of information about community history and architecture. Ideally the surveyor and the survey serve as a prism--gathering information from many different residents and many different places, then reflecting that knowledge back to the community in a way that offers residents and others new understanding of the whole and its parts.

The bedrock of preservation planning and actions, a thorough local survey forms the basis for many preservation decisions. Survey reports, files, and maps are maintained as a permanent record that permits evaluation of properties for nomination to the National Register of Historic Places, consideration of impacts of government funded or licensed projects on historic properties, designation and protection of local districts and properties by local preservation commissions, and private investment in rehabilitation of historic buildings for new uses. Over the years, architectural surveys in town after town and county after county have provided the first step toward preservation success stories--directing new attention to familiar sights and encouraging citizens to rescue long neglected houses, rejuvenate traditional neighborhoods, and focus new investment in the economy and quality of life in historic town centers.

As of 2008, county surveys have been completed in 69 of the state's 100 counties, and regional overview surveys have recorded selected properties in an additional 26 counties. Four metropolitan counties have completed or are in the process of conducting comprehensive survey updates. Municipal surveys have been completed in about 65 communities. Several thematic surveys encompass specific types of places statewide, such as truss bridges and county courthouses.

Cumulatively, the statewide series of local surveys compose an important record of North Carolina's historic architecture. Survey files, organized by county, are maintained at the State Historic Preservation Office in Raleigh and at the regional offices of Archives and History, along with survey project reports and detailed maps showing the locations of every recorded property. The survey data base is organized by county, site number, and property name. Photographic negatives (from surveys begun prior to 2007) and digital photograph files are curated separately in the Archives and Records Section of the Division of Historical Resources. Since 2006, the State Historic Preservation Office has been working with local governments to enter surveyed properties in local and state geographic information systems. The extensive collection of survey files, databases, maps, photographs, and reports constitutes a research and reference source on the state's architecture and history while providing private citizens, preservation organizations, and government agencies with a guide to the historic places that merit recognition and protection.

A cornerstone of North Carolina's statewide preservation program is the publication of local architectural surveys. Because of the lasting public value of survey publications as popular, accessible sources of knowledge about each community's unique heritage, the statewide survey program emphasizes publication as a primary goal of any survey project. To date, 47 county surveys and 31 municipal surveys been published, typically in books of several hundred pages offering a fully illustrated overview of local history and architectural development plus a catalog depicting and describing significant individual properties and neighborhoods. Thematic studies of courthouses, industrial complexes, truss bridges, early twentieth-century suburbs, and other topics have been published, as well as *North Carolina Architecture*, the series of three guides to the historic architecture of the state, and other general studies that have grown out of the statewide survey. A number of these publications have won national prizes for excellence.

To meet the basic goals of creating a lasting record of North Carolina's historic places and encouraging their preservation, the statewide survey program has developed and changed over the years. Working with communities, counties, and regional organizations, with private preservation and historical societies as well as government bodies--and often in public-private partnerships--the statewide survey program has proceeded in a variety of ways. Initial funding for recording selected historic places in 1967 came from a grant from the Richardson Foundation, and further funds for the survey were obtained from state and federal sources. This first phase of inventory developed as part of North Carolinians' and Americans' growing concern for historic preservation in the decades after World War II, but it built upon the accomplishments of earlier generations, particularly such works of the 1930s as the Historic American Buildings Survey and The North Carolina Guide. During the late 1960s and into the early and mid-1970s, Survey and Planning Branch staff members conducted surveys of several counties' most prominent historic sites with assistance from local preservationists and historians.

Beginning in the late 1970s, a program of matching grants to interested county and town sponsors generated a series of more comprehensive surveys that encompassed a full range of architecturally and historically significant properties. State funds have provided a strong basis for the statewide survey, both as direct funding to local survey projects and in support of the statewide program. In addition to survey grants from national preservation funds designated for certified local governments, the State Historic Preservation Office uses a substantial portion of its national preservation funding to provide grants for local survey projects whenever possible and has been successful is obtaining grants for survey projects from other federal and private sources. In still other cases, localities have used local public and private funds to support survey projects that are part of the statewide survey program.

In recent years people in every profession, and historic preservation is no exception, have had to adapt to the expansion and proliferation of new digital technologies that have dramatically changed the way the world collects, stores, evaluates, and distributes information. Digital offers many advantages in terms of speed and cost savings in historic property surveys but also presents many new challenges. State Historic Preservation Office staff and consultants alike have had to acquire new skills with computers and digital cameras. Survey projects now require the use of a computer database to record key architectural, historical, spatial, and management data about historic properties that will enable the information to be evaluated electronically and joined with computerized maps that can be shared across the Internet. Survey information that had heretofore been available only in file cabinets and paper maps located at the State Historic Preservation Office will become available to planners, preservationists, and historians everywhere.

Over the years, as understanding of the richness of North Carolina's heritage and the complexity of its architecture and history has expanded, survey projects have broadened to address the variety of places that make each community itself--from the earliest and most imposing buildings of the distant past to the more typical farmhouses and landscapes, neighborhoods, and town centers of the late nineteenth century and the twentieth century. These strong local studies have enhanced knowledge of local and regional historical developments and their relationship to national and state currents. They offer new understanding of the state's architectural traditions, illuminating both the familiar vernacular patterns of the rural landscape or the accomplishments of the architectural profession and building trades in growing towns and cities. At the same time these state and local studies, together with others conducted throughout the nation, are building a national body of fieldwork that is yielding new insights into American social and architectural history.

Currently in North Carolina, most municipal and county surveys are conducted by professional architectural historians employed by the community and working under the auspices of the State Historic Preservation Office and the community. This manual focuses on assisting consultants employed in these projects. It is based on practices that have developed over the years--and doubtless will continue to develop--from lessons of experience in the field. The strength of the North Carolina survey program has always been in the energy, knowledge, commitment, and enthusiasm of the intrepid and talented surveyors who have explored its country roads and town streets. Each one has brought new insights and understanding to the state's architectural treasures, and all have given much to the communities and the state they have studied for a few months or for years on end. This manual draws from their experience and accomplishments.

The State Historic Preservation Office (HPO) requires the use of its Access-based survey database for all architectural survey projects and requires digital photography for all grant-funded survey and National Register nomination projects. Digital photography is not required for survey projects that are not grant-funded, although its use is strongly encouraged for all survey projects, regardless of the funding source. ***This revised edition of the architectural survey manual addresses only the use of digital photography. Surveyors using black and white film photography should refer to chapter 6, "Photography," of the 2002 edition of the survey manual.***

Observations on Surveying

Conducting a field survey of historic properties requires the best of exceptional people with an exceptional range of skills and abilities. In varying degrees the surveyor must be an architectural historian, oral historian, documentary historian, photographer, writer, geographer, cartographer, planner, folklorist, sociologist, psychologist, horticulturist, public relations expert, teacher, politician, skilled driver, and computer wizard. Architectural survey work requires an aggressive curiosity about people and places and the ability to approach and win the confidence of strangers. It requires patience, steady work habits, and the discipline to work alone. It requires an extraordinary ability to gather data in the field, to organize and evaluate the data, and to present it to the world in a clear and useful format. It requires internal standards of achievement. It requires the ability to plan a long undertaking and pace activities to reach a predetermined goal with the time and resources available. It often requires physical and mental stamina.

However difficult, survey work can be enormously satisfying, as well as great fun. Discovering a long-forgotten but important example of an early building type and recognizing it for what it is, tracing the evolution of a small town or urban commercial district or neighborhood, discerning survivals of earlier rural landscapes--all are creative activities that bring forgotten or ambiguous places into new focus and, in a sense, into a fresh existence. Perhaps most important, a successful survey stimulates the attention and interest of a community and its decision-makers and influences that community's future in positive ways.

The objective of every survey is simply this: to gather, organize, and present information about historic properties and environments in pictures, words, maps, and drawings in such a way as to enable other people who may never see the places themselves to understand them sufficiently to be able to make decisions about them. These "other people" may include local, state, and federal planners in various agencies, local preservationists and commission members, the interested public, property owners, political leaders of every stripe, the National Register Advisory Committee, Archives and History staff in Raleigh (and ultimately National Register staff in Washington), Preservation North Carolina Revolving Fund staff, academics engaged in specialized studies, and many others who need or want to know about a locality and historic places within it.

The surveyor must bring certain talents and skills to the project that he or she has acquired elsewhere: intellectual curiosity, sociability, basic knowledge of American architectural history, and basic photography, research, and writing skills. Other aspects of survey work are learned through experience. This manual provides a framework for developing that experience in conducting uniform historic property surveys in North Carolina. What are the tools (and the tricks) of the trade? How is a survey planned? What should be surveyed, and what is "sufficient" information about a place? How many pictures should be taken and how should they be organized? Where and how can the surveyor find historical information? How should the materials be organized? What do the final products of a survey look like? Some of these matters are simply clerical, others are more technical or substantive, but all are important to a successful and useful survey.

Architectural survey coordinator M. Ruth Little first prepared this manual in 1989. Catherine W. Bishir revised and expanded it in 1994 and Nancy Van Dolsen made additional revisions in 2001. The 2008 revised edition by Claudia R. Brown reflects developments in architectural survey methodology and

procedures necessitated by the conversion to digital survey forms and digital photography. Numerous surveyors including Kelly Lally, Jennifer Martin, Dan Pezzoni, and Heather Fearnbach contributed to numerous editions. Surveyors and others who use this manual are encouraged to share their observations and suggestions for improvements for future editions.

Michael T. Southern, Supervisor, Survey and Planning Branch, 1987-1992 & 2003-2006
Claudia R. Brown, Supervisor, Survey and Planning Branch, 1992-2003 & 2006-

1. STANDARD SURVEY PRODUCTS: A CHECKLIST

The following summarizes standard products of all survey projects funded through or administered by the North Carolina Historic Preservation Office. Specifics of survey methodology for comprehensive surveys of counties and towns are explained in more detail in subsequent portions of this manual.

Survey Files
A principal product of each survey project is the collection of survey files. These are turned in to the HPO at the completion of the project and become part of the North Carolina statewide survey files.

When the files are submitted, they should be placed in order by site number to simplify map-checking and indexing. (After the files are checked and indexed, they are filed thus: all rural properties together, placed numerically by survey site number; all urban properties together by town; towns are in alphabetical order, and within towns, properties are placed alphabetically by street address.)

The contents of each file should be in neat, organized condition. Each file needs to present sufficient visual and written information to enable a person to understand and evaluate the significance of the property; to see the important features of construction, relationships of spaces and structures; and to understand its historical background and relationship to the community. Each file consists of the following items. (Standard materials supplied by the HPO are denoted with an asterisk.)

1. Survey *file envelope*. Standard *envelope with *salmon or pink label (completed in standard format) in upper left corner and survey site number written in pencil in upper right corner.

2. Survey *Form*. A report form generated from the HPO's survey database, completed according to HPO guidelines, including at the minimum the survey site number, property name and location, and description (see "written entry" below). **The surveyor *must* obtain a beginning survey site number (e.g., WA 766) from HPO staff at the outset of fieldwork.**

3. *Photographs*. Every surveyed property must be clearly represented in at least one well-framed, well-lit photograph. For most individual properties, all sides plus details and (as possible) interiors should be photographed. Photographs are printed and labeled according to the HPO guidelines presented in chapter 6, "Photography."

4. *Site plan and/or floor plan*. These are to be drawn neatly on a blank sheet of paper. If local real estate records are available on-line and feature clear tax maps and/or aerial photography, the site plan may be printed from the web site and annotated. Both are to be identified with name, county, and site number. Include a north arrow and main roads.

5. *Historical information*. The file contains all notes from interviews and research, photocopies of historical information, etc., to undergird and expand on the entry. These should be marked with the survey site number, property name, and county or town. Photocopies of information from published or unpublished sources must be referenced with source.

6. *Written entry*. Created in the narrative summary field of the HPO survey database, this is a clear, concise, well-written narrative describing the property and summarizing its significance and history. For urban properties, it often takes the form of a brief annotated inventory list entry. Sources of historical information are noted briefly within or at the end of the entry.

Every item in each file must be identified by survey site number, property name, and town. This is crucial in assuring that if a photo, entry text, floor plan, set of notes, etc., falls out, it can be returned to its proper file. Otherwise it becomes anonymous lost material.

CDs/DVDs

The survey database and all digital photo files are submitted on CDs or DVDs. The database is completed according to HPO guidelines and digital photo files are labeled according to the HPO's digital photography policy.

Maps

All surveyed properties are marked accurately and identified by site number on paper USGS maps for rural surveys or suitable base map(s) for urban areas. Each map is labeled with the name and year of the survey and the name of the surveyor(s). The paper field maps are submitted at the end of the project. A set of clean, neatly labeled final maps usually is submitted at the end of the project as well, and a copy of this final set of maps often is made locally for the local sponsor. If map-coding of properties that are at least fifty years old but not surveyed is part of the project, the map-coded properties also should be accurately marked and identified by a standard typology on the paper maps.

If there is a well developed GIS in the locality of the surveyor is using a GPS unit in the field, it is possible that the final maps submitted at the end of the projects will be digital, submitted on CDs or DVDs with copies for the local sponsors. In any event, paper maps will continue to be used in the field and a final, clean set of paper maps will be required if map-coding is part of the project.

National Register Evaluation Recommendations

In consultation with HPO staff, the surveyor evaluates and presents surveyed properties and districts potentially eligible for the National Register of Historic Places for the "Study List." This includes a list of properties and their owners, standard property type evaluations, and oral presentations for staff review and the National Register Advisory Committee.

Final Report

The final report summarizes the methodology and findings of the survey project. In the case of a comprehensive county or urban survey, the report usually takes the form of a Multiple Property Documentation Form, which is organized and written in a fashion suitable to conversion to a local survey publication. For other types of surveys, the format of the final report is determined by the surveyor, the sponsor, and the HPO. The final report contains a bibliography of sources; employs standard documentation through end notes or footnotes; and follows conventions in the Office of Archives and History's *Guide for Authors and Editors* and the *Chicago Manual of Style* (14th edition).

All materials generated by the survey become part of the HPO statewide survey records. Duplicates of any and all materials may be made as part of the project budget for the local sponsors; precisely which materials are to be duplicated for the project--report, files, survey database, and photographs on CD or DVD--should be determined early in the planning of the project to meet local needs.

2. NORTH CAROLINA SURVEY STANDARDS

North Carolina's statewide survey program follows the Secretary of the Interior's "Standards for Identification and Evaluation" (36 CFR 61.3 and 6 and 61.4[b]), which are reiterated below.

Standards for Identification

1. Identification of historic properties is undertaken to the degree required to make decisions.
North Carolina's methodology for recording historic buildings, which includes project planning, the identification of local, regional, and statewide historic contexts, the use of a survey database that generates standardized report forms, minimum photographic standards, and an emphasis on both documentary research and oral history, provides sufficient information about historic properties to permit determinations of eligibility for the National Register of Historic Places and other planning decisions.

2. *Results of identification activities are integrated into the preservation planning process.*
Each survey project results in a final report describing the results of the survey. Comprehensive survey reports usually take the form of a Multiple Property Documentation Form that sets up a framework of historic contexts and property types as a basis for National Register nominations and is also organized and written in a fashion to serve as the basis for a survey publication. Subsequent survey and nomination work in North Carolina can utilize the new data and insights. At the local level, the identification process is the foundation for the work of local preservation commissions.

3. Identification activities include explicit procedures for record keeping and information distribution.
North Carolina's guidelines for surveys, developed and improved over many years, are presented in this manual, including standards for record keeping. Records of the North Carolina historic structures survey are maintained in the survey file room of the State Historic Preservation Office, with photographic negatives (from surveys conducted prior to 2007) and digital photo files accessioned and maintained by the Archives and Records Section of the Division of Historical Resources. Normally local sponsors also retain copies of the report, components of the survey files, and the databases and digital photo files.

Standards for Evaluation

1. *Evaluation of the significance of historic properties uses established criteria.*
This standard refers primarily to the application of National Register criteria in the evaluation process, though it recognizes that other types of criteria may be developed for state and local inventories to standardize the evaluation of significance.

2. *Evaluation of significance applies the criteria within historic contexts.*
North Carolina has developed an outline of historic contexts and descriptions of several important statewide and regional contexts. In addition, local contexts are developed in the course of each local survey project. Final reports address state and local contexts as indicated in the National Register Bulletin, *Guidelines for Completing National Register of Historic Places Forms*. Evaluation of properties identified in the survey proceeds from these contexts.

3. Evaluation results in a list or inventory of significant properties that is consulted in assigning registration and treatment priorities.
Through the survey form evaluation and the process of review and placement on the "Study List" of properties that appear to be potentially eligible for the National Register of Historic Places at the conclusion of a survey, the North Carolina survey process provides for the identification of significant historic properties. In addition, upon completion of a survey, all surveyed properties are entered into the HPO log.

4. *Evaluation Results Are Made Available to the Public.*
North Carolina has been unusually successful in disseminating the results of local surveys to the public through its encouragement of high quality survey publications. As of the end of 2007, 47 counties and 31 municipalities have published their surveys. These books are of professional quality and follow a generally consistent format, with an introductory essay on the history and architecture contexts of the area, followed by a catalog containing a photograph and analytical entry on each significant property in the area. Publication of a survey book is a prime objective for most of the local governmental units and other organizations that apply for federally-assisted surveys in North Carolina. In addition, local copies of survey records are usually kept at libraries or planning departments for local reference use. The file room of the Survey and Planning Branch is a public research repository.

Personnel Standards for Principal Investigators

All surveys financed in part by Survey and Planning Grants--federal grants administered by the National Park Service and State Historic Preservation Offices--must follow federal guidelines for personnel and administration. (For further information on this grant program, see the Grantee Handbook for Survey and Planning Grants in North Carolina, distributed by the Historic Preservation Office.) The Principal Investigator who conducts the survey, referred to as the surveyor in this manual, must meet the following professional qualifications:

Code of Federal Regulations, 36 CFR Part 61: The minimum professional qualifications in Architectural History are a graduate degree in architectural history, art history, historic preservation, or closely related field* with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

*The National Park Service defines "closely related field" as urban or regional planning, American studies, architecture, material culture, or folklore. Individuals with degrees in cultural geography, history, anthropology, and certain other fields may qualify as principal investigators under certain circumstances.

Although non-federally assisted surveys are not required to follow the above guidelines for personnel, it is recommended that these guidelines be followed in the selection of the surveyor to assure work of professional quality to provide a solid basis for future preservation planning.

3. SURVEY METHODOLOGY: PHASE I, PLANNING

The following explanation of survey methodology addresses the comprehensive local survey projects funded through or administered by the North Carolina State Historic Preservation Office (HPO).

Most North Carolina survey projects are divided into two phases: the planning phase and the comprehensive survey phase. For a survey of a county or city scheduled for a year or more, the planning phase is usually four to six weeks in duration. For a smaller survey, it may be as brief as one or two weeks. The planning phase is usually covered by a separate, short contract. This phase is intended to ensure that by the time the comprehensive survey begins, the surveyor has a clear idea of the overall character of the historic resources of the area and a work plan to ensure that these resources are recorded consistently and systematically within the project schedule. Before beginning the planning phase, the surveyor should read and understand this entire survey manual.

Basic Components of Planning Phase

During the Planning Phase (Phase I), the surveyor will:

A. Assemble survey equipment and materials including maps.

B. Gain orientation to the North Carolina survey program and existing files on the survey area.

C. Become acquainted with the Local Survey Advisory Committee and any other authorities on local history and architecture.

D. Conduct initial research to become acquainted with the primary and secondary written resources available for the area.

E. Conduct a windshield survey to determine the approximate number and types of historic resources in the survey area.

F. Determine a survey strategy, including what to survey and the appropriate level of survey for each property.

G. Prepare a schedule for accomplishing the comprehensive survey in manageable units--the Time-Product-Payment Schedule (T-P-P), which will become part of the contract for the comprehensive survey.

H. Produce a Planning Phase Report including an overview of the survey area's history and architecture, description of methodology, time-product-payment schedule, and bibliography. For surveyors new to the North Carolina HPO survey program, the report is accompanied by 5 to 10 sample, completed survey files.

Survey Equipment and Materials

Basic Equipment

Cameras

> Note: The State Historic Preservation Office (HPO) strongly encourages the use of digital photography for all architectural surveys, although it requires digital photography only for grant-funded projects. This edition of the architectural survey manual addresses only the use of digital photography. Surveyors using black and white film photography should refer to the 2002 edition of the survey manual: "Basic Equipment" on p. 10 and chapter 6, "Photography," on pp. 37-45.

A digital camera is required for all survey work. While the HPO does not specify particular brands, models, or minimum cost of an acceptable digital camera, a camera should have at least **3 megapixels** with good optics (at least 3x optical zoom, preferably higher). Most cameras on the market today have at least 5 megapixels, but the size in megapixels alone does not determine photo quality, which is also dependent on the lens, the size and type of the camera's sensor, and other factors. The HPO recommends the use of SLR digital cameras because they offer the advantage of being able to use various lenses, including a PC (perspective correction) lens, which is desirable especially for urban surveys. (Wide-angle lenses should be used sparingly because of the inherent distortion.) A good quality flash with a tilt head for bouncing flash, which can be of great assistance in eliminating harsh shadows in interior shots, also may be used with an SLR camera. While the use of an SLR camera is not required, the HPO does reserve the right to refuse photos that we believe are not of acceptable quality.

Tripod
A small tripod is useful for taking high quality exterior photos and taking interior photos with available light. If you do not have a flash, this is essential.

Tape measure
A retractable tape measure, at least 50 feet long, with a hook at the end.

Other Useful Equipment
Flashlight; binoculars; tape recorder; clipboard; compass; bug repellent; anti-dog spray; sun screen; water bottle; lots of pencils and a pencil sharpener; a straight-edge or small ruler; possibly boots for rural survey and a brightly colored (e.g., blaze orange) safety vest (such as those worn by highway construction workers); a cell phone for safety, especially in rural surveying.

Required standard materials, provided by HPO

North Carolina HPO database
Use of the HPO's survey database is required. The HPO provides the surveyor with an Access database file (which requires Access 2000 or later) that includes records of previously recorded and indexed properties and districts within the project area with basic information—name, survey site number, location, and NR status. HPO staff customizes the database for ease of data entry by limiting drop-down selections to items particular to the survey area. At the end of the planning phase,

after gaining some familiarity with the survey area's architecture, the consultant may confer with HPO staff on further customization of drop-down selections if desired. See the HPO's "Manual for Data Entry: Historic Properties and Districts Survey Forms" in Appendix C.

Survey file envelopes (9x12 white "booklet" type)

Standard materials purchased from private vendors as part of survey project budget

Survey file labels (peel-and-stick adhesive type), white or pink
[Note: For many years the HPO required pink labels for survey files. White labels are now accepted.]

Maps
Most surveyors use a paper field map for daily work and then make a final, tidy copy at the end of the survey. You will need two or three sets of maps—one for fieldwork, one for the final submission, and possibly one for the project sponsor, although in many cases the project sponsor chooses to photocopy the final set of maps. Since the adoption of the Access-based survey database with a field for locational data for GIS purposes, a final set of paper maps, as well as a copy for the local project sponsor, may not be necessary or they may be produced digitally, depending upon the capabilities of the local GIS.

Maps for Rural Survey
United States Geological Survey (USGS) maps, scale 1:24000, are the base maps for rural survey. USGS maps may be ordered from the Geological Survey on-line (http://store.usgs.gov/), but it is likely much quicker to buy them from a local supplier. Here are a few of the suppliers in North Carolina, but there are many more scattered about the state:

--North Carolina Geological Survey, Archdale Building, 512 N. Salisbury St., Raleigh, 919-733-2423 (www.geology.enr.state.nc.us/ordermaps.html); statewide coverage
--Duncan-Parnell, 201 Glenwood Ave., Raleigh, 919-833-4677; 1-800-849-7709; for maps east of 82 degrees
--Duncan-Parnell, Charlotte, 704-372-7766; 1-800-849-7708; for maps west of 82 degrees
--Duncan-Parnell, Rocky Mount, 252-977-7832; 1-800-445-4803; for area around Rocky Mount
--Carolina Global Maps, Inc., Greenville, 252-757-2511, for eastern N.C. maps

Terrain Navigator ($100) and **Terrain Navigator Pro** ($300) are two software packages from MapTech Inc. (http://www.maptech.com/) that come with complete USGS map coverage of the state. You can zoom up and down on the maps and view the maps either individually or as a single seamless map as you navigate across the boundaries of adjoining maps. You may place your own notes and markings on maps, print portions of maps, or capture portions of maps as jpeg images to paste in documents or presentations. (Caution: Terrain Navigator should not be used to calculate UTMs for nominations.) **Topozone.com** (http://www.topozone.com/) is a website that allows you to view and navigate USGS maps nationwide, but with less speed and flexibility than having the maps on CDs or on your hard drive on your computer. **MapCruzin.com** (http://www.mapcruzin.com; scroll down to "Free Topo Maps") offers free low resolution (but readable) USGS topo maps in TIF format (about 7 Mb each). You can download these and view them in any image viewer.

A county street map book is very helpful when used in conjunction with USGS maps. County street map books are usually available at local bookstores.

A highway map of the entire county or municipal area is useful as a supplementary map for showing SR numbers and overall road arrangement, but they show less detail than the county street map books. County and municipal highway maps may be available locally or from N.C. Dept. of Transportation (919-212-6000, or order on-line at http://www.ncdot.org/it/img/DataDistribution/ PaperMaps/default.html).

If you know the SR number of a road but not its "911" name, or vice versa, a useful web site, "Online SR# Lookup," is provided by the NCDOT: https://apps.dot.state.nc.us/srlookup/.

A typical county will be covered by some 12-15 USGS maps or portions of maps. USGS quad maps do not coincide with county boundaries. It is useful to mark lines on the county highway map to show where the USGS quads lie. It is also helpful to mark the county boundaries on USGS field maps, as the county lines can be difficult to see on some maps. A list of USGS quad name abbreviations to be used on the survey forms may be obtained from the National Register assistant, Survey and Planning Branch.

Maps for Urban Survey

Large scale urban maps--ideally large-scale planimetric or other maps, drawn at a scale of 1 inch = 100 feet or 1 inch = 200 feet and showing property lines and/or buildings--serve as the base maps for urban surveys. These are usually available from the local planning department and often have either zoning information or tax parcel numbers. They should be used in coordination with an overall map of the town or city, such as a Champion Map, usually obtained from a local bank, realtor, or chamber of commerce. In some cases the local fire department has bound copies of recent Sanborn Fire Insurance Maps, updated in the l960s or l970s, which may be adaptable for fieldwork. Consult with the local planning department to find the best maps for your survey.

Orientation to the North Carolina HPO Survey Program

For surveyors new to the North Carolina survey program, HPO Survey Branch staff provide in-house orientation and training, plus a site visit to the survey area, early in the planning phase. Orientation will address such topics as usage of the HPO's survey database, the HPO digital photography policy, mapping method to be used (paper or digital, or a combination), architectural patterns common in the survey area, and other topics as needed.

For each survey project, whether the surveyor is new to the program or experienced, the surveyor meets with HPO staff to assess the project schedule, budget, and arrangements; to determine appropriate mapping methods; to establish billing procedures for any photography processing by the HPO that may be desired by the surveyor; to update information on procedures for obtaining materials; and to obtain a block of survey site numbers for the survey project. *Obtaining the block of survey site numbers is critical*, for without it you cannot complete your survey forms or label your survey photo files and proof sheets, tasks that cannot be put off to the end of the project but must be accomplished as you proceed. For surveyors already experienced in the North Carolina survey program, other appropriate consultation in the field and in-house will be agreed upon with HPO staff.

The HPO makes photographic services available for orders related to HPO activities. All work is done automatically in a fashion to meet HPO survey standards and for statewide survey projects billing is at in-house rates. With the use of digital photography, the printing of enlarged proofs for the survey files is usually done by the consultant on his/her personal printer; sometimes the consultant prefers to provide the survey photo files on a disk for the HPO photo lab to do the printing. In the event the latter approach may be desired, or if the surveyor is using black and white film photography, at the beginning of a project the consultant must arrange with the Survey and Planning Branch's File and Photography Clerk to complete a billing form. If the local sponsor of the project wants a duplicate set of enlarged proofs, this must be established at the beginning of the project.

The surveyor should make an appointment with the HPO staff photographer to discuss photography techniques, and a second appointment for a field consultation with the photographer to ensure the highest quality photography possible during fieldwork.

The HPO staff person overseeing the project will arrange a meeting with the HPO's GIS coordinator to discuss the appropriate approach to project mapping. The GIS coordinator will have become familiar with the level of development of the local GIS, if any, and have determined the type of GIS data that the surveyor must collect on each property and the method of collection. Paper USGS maps certainly will be used in the initial, planning phase of the survey and it is likely that the final maps submitted at the conclusion of the project will consist of a clean, neatly labeled set of paper USGS maps. If there is a highly developed local GIS in place, however, a final set of paper USGS maps may not be required.

The orientation also includes consultation with Archives and History research staff for advice on research strategies and sources.

Early in the planning phase, the surveyor must examine existing survey files in Raleigh to determine what has already been surveyed and the quality and completeness of any existing survey files. This initial step is also essential in becoming acquainted with the architectural and historical patterns in the survey area. For properties in the National Register, the same is true. The surveyor needs to

become familiar with the full range of significant local properties, including those in the National Register (which in many cases are key examples of the locality's architecture).

Any survey area, even a remote county that has had virtually no systematic survey of any kind, is likely to be represented in the HPO survey file collection by a number of files prepared over the years as staff have made site visits and citizens have submitted Study List applications. Now that North Carolina's architectural survey program has been in existence for about forty years, comprehensive architectural survey update projects are becoming more common, especially in the state's most urbanized areas, and new National Register nominations for districts often address areas that already have been comprehensively surveyed. Consequently, just about any sort of survey project entails the updating of existing survey files. Whenever a survey project entails examination of previously recorded properties, it is assumed that data in existing forms—usually individual structure forms (yellow) and multiple structures forms (green)—will be updated and data on each property entered into the HPO's survey database.

Normally, existing survey files may not be removed from the State Historic Preservation Office. Usually the consultant makes copies of the files to use in the field for reference purposes. Photocopying is usually limited to the survey form, photographs, and written entry; additional file materials such as field notes and copies of reference materials normally are not photocopied. If an area was the target of a previous survey project for which duplicate files were made for the use of the local sponsor, the consultant should be able to use the local set of duplicates. This arrangement would be preferable as the local set of files likely would contain original contact prints rather than photocopies. If the HPO's survey files must be photocopied, the consultant makes the copies in the HPO offices or HPO staff make the copies as their time permits. If the consultant makes the copies using his own paper, there is no charge.

Local Survey Advisory Committee

Vital to the success of a local survey is a survey advisory committee. It is essential to establish a mutually beneficial working relationship between the surveyor and the survey advisory committee at the outset of the project and to maintain this relationship through the project's completion. The survey advisory committee has a multitude of roles in a successful survey project, and can make a tremendous difference in the thoroughness, accuracy, and lasting impact of the survey.

The local project coordinator (typically a representative of the sponsoring agency) is responsible for administering the project. Normally the project coordinator organizes the survey advisory committee and makes sure that the surveyor and the advisory committee establish a regular meeting schedule and an ongoing working relationship. The surveyor should nurture the relationship with the committee and its members in order to ensure the best possible survey findings and strong local support.

The members of the advisory committee can assist with fieldwork, research, oral history, public relations, review of survey findings, and development of the publication that should follow completion of the survey. Committee members are usually drawn from local historical societies and other interested groups. Members of the committee should represent the full spectrum of the community or county in terms of geography, interest, population groups, and other dimensions. In every community, there are people knowledgeable about local history and architecture, often including local historians, genealogists, librarians, planners, architects, agricultural and home extension agents, and a wide range of old-timers and other individuals who know the county or town as a whole, or a neighborhood within it.

Involving these people in the survey project from the outset is important for many reasons: they can inform the surveyor where there are old buildings that may not be obvious from the road; provide family histories on existing and lost buildings; point the surveyor toward knowledgeable individuals in various areas; supply introductions to a larger network of local people; and answer questions on many topics on the history of the area, such as agricultural methods, economic patterns, and social, educational, and religious institutions. They also serve as an important group to communicate the importance of the survey to the community as a whole, both during the survey and in years afterward.

It is useful for the survey advisory committee to meet with the surveyor early in the project, and then to meet in smaller (often localized) groups or consult individually as work proceeds. Regular meetings of the surveyor, local project coordinator, and survey advisory committee will ensure that all significant sites are covered in the survey and that all available historical information is brought to light.

Initial Research and Sources

Initial research is conducted at the outset of the survey to begin to understand the economic, geographic, and social forces that shaped the settlement and development of the survey area, and to set up a research design that takes these patterns into account. Before doing the windshield survey, the surveyor should consult available secondary sources and archival records. To expedite research, normally the research staff at Archives and History will provide an initial bibliography to the surveyor by request. It is also important for the surveyor to review published surveys of nearby towns and counties to establish a regional context, as well as general works on North Carolina history and architecture. In addition, the surveyor should consult the HPO's "context" studies and files on topics such as education, African American history, agriculture, etc.; data on works of architects and builders; and the finding guide to architectural records in various libraries and archives.

In the planning phase, the surveyor should make an appointment with Archives and History Research Branch staff to discuss sources and research strategies; this is especially important for surveyors conducting their first projects in North Carolina.

The surveyor is not expected in either the planning or comprehensive survey research to prepare a full county or town history; rather, the purpose is to develop a historical overview that provides sufficient context for understanding the resources to be surveyed. Many county or town histories focus on the colonial and antebellum eras, giving short shrift to the late 19th century and the 20th century. In most localities in North Carolina, however, the opposite is true of the architecture: surviving architecture from earlier eras may be scarce, while buildings from the late 19th and 20th centuries are abundant and often dominate the landscape. In both the planning phase and the final report, it is important to compensate for local histories' bias toward the early periods and produce a balanced story that gives adequate understanding of recent eras. Fortunately, there are readily available primary sources to assist in research on the more recent past.

Primary Sources

These include archival records such as old maps, U.S. Census records (manuscript population and agricultural censuses from the 19th century are especially useful, as well as census summaries), incorporation records (which may depict the business and economic trends of a community), tax records, deeds, estate records, city directories, soil maps (indicating suitability to certain crops), Sanborn Insurance Maps of towns and cities from 1885 to the 1950s, family papers, and many other records. Also valuable are oral histories, including those collected during the Great Depression from both black and white informants.

Secondary Sources

These include published histories of the area, centennial issues of newspapers, family and church histories, local "heritage" books, and National Register nominations for properties and districts in the project area. Especially valuable general sources include Branson's statewide business directories of the 19th century; the North Carolina Year Book for the 20th century.; and Bill Sharpe's multivolume county-oriented series, *A New Geography of North Carolina*.

Research Collections

The best place to begin research is often the local history collection in the library of the city or county where the survey is taking place; in many cases, the local history librarian will be an extremely valuable authority.

There are several statewide collections. The North Carolina State Archives, 109 E. Jones Street, Raleigh, has original and microfilmed county and municipal records as well as private manuscript collections. The State Library, on the first floor of the same building, has a large collection including vertical files on towns and counties. The North Carolina Collection at the Wilson Library, University of North Carolina, Chapel Hill, has a vast collection of published materials on all aspects of the state, including many local publications such as early 20th-century booster brochures, as well as an extensive photograph collection. The Southern Historical Collection at the University of North Carolina, Chapel Hill, has private manuscript collections which may relate to the history of the survey area, as does the Duke University Library, Special Collections Department, Durham.

Regional records and manuscript collections are held at other colleges and universities, with East Carolina University, Western Carolina University, and Appalachian State University among those with especially strong regional holdings.

For a comprehensive survey project, relevant archival collections for the county, town, and region should be explored. Most of these collections have finding systems organized by county and town, which will facilitate research on a given locality.

Other useful sources include NC LIVE (http://www.nclive.org/authhome.phtml), the National Archives (http://www.archives.gov/research/arc/topics/regions/southeast.html), and the Library of Congress, particularly the prints and photographs division (http://www.loc.gov/rr/print/catalog.html).

Windshield Survey

During the windshield survey, the surveyor develops a plan that indicates which properties will probably be documented in the field. Defining the methodology includes arriving at a consensus with HPO staff and the local project coordinator as to which types of properties will be recorded, how members of each type will be selected, and the degree to which a property will be recorded. The methodology will take into account the budget and time allotted to the project, the number and distribution of properties of various types, and the significance and integrity of properties of various types. In some instances, particularly urban survey, data-entry may be limited to a select number of fields rather than all of them. A clear statement of the kinds of properties to be recorded and the criteria for determining the level of recordation, with the rationale for this methodology, is an important component of the Phase I report; the final report also includes a restatement (and, as needed) any redefinition of the methodology that may have developed during the project. (See "Survey Documentation and Survey Methodology: Phase II, Comprehensive Survey".)

For both urban and rural surveys, the surveyor drives most of the roads to determine (and note on the survey maps) the historic resources that will potentially be surveyed (see below). Seasoned surveyors recommend driving at least 75 percent of state-maintained roads. They also advise driving roads in both directions, as different viewpoints reveal different buildings and features.

For urban survey work, when estimating resources, divide the urban area into manageable survey units, which may reflect major thoroughfares, natural borders, or locally recognized neighborhood boundaries.

The windshield survey and map notations provide the basis for estimating the total number of resources to be recorded, using extrapolation from the number of resources marked. In an area where there has been considerable local interest in historic resources, the estimation process will be easier than in an area where little local work has been done. In areas with difficult access, such as mountainous counties or wetland areas where roads are poor, the job of estimation may be a combination of selective driving and examination of USGS maps that show a dot for every building visible from an aerial survey. Aerial photographs, often dating from the 1930s, are likewise helpful where available. Some old buildings, especially remote ones in wooded areas, may not show up on USGS maps; only local information will reveal their presence.

If the survey area was mapped by the Geological Service many years ago, prior to the recent mushrooming development, a count of dots on an old USGS map can provide a rough approximation of numbers of buildings to be evaluated during the actual survey. It may not be easy to locate such old USGS maps, however. Recent USGS maps show black dots for buildings on previous maps, purple dots for those added in the last mapping. Planning departments may also have enumerations of buildings of a certain age or other records that can assist.

Consultation with the survey advisory committee and other local and neighborhood authorities is essential in this phase, particularly concerning areas not readily visible from a public thoroughfare: what is back in those woods?

In estimating the total number of resources, remember that the intensive survey always reveals historic buildings that were not seen during the windshield survey. Hence a certain margin of error--roughly 15 to 20 per cent more than what is seen, depending on the thoroughness of the windshield

survey--should be taken into account. Thus if the surveyor estimated that a certain quad had 50 resources to be recorded, the intensive survey might yield a total of 60-some resources.

If it is decided that varying levels of documentation will be employed, it is useful to identify the level of documentation (usually there are only two levels—completion of all fields in a particular database record or completion of selected fields identified in consultation with HPO staff and the local coordinator at the beginning of the project) by using symbols on the USGS map. Draw squares around the dots for buildings that you intend to document fully and triangles around those for which you intend to limit data-entry to selected fields. If you later decide to amend the level of survey, you can simply revise the coding.

Besides estimating numbers of resources to survey, the windshield survey is crucial in other ways to establish the research design. During this overview, the surveyor will begin to discern relationships among building types, distribution patterns, and the outlines of earlier settlement and transportation networks. Relationships of farmsteads and outbuilding types to soil types may also begin to appear. These should be described in the planning phase report.

Planning the Time-Product-Payment Schedule (T-P-P)

See the sample Time-Product-Payment (T-P-P) Schedule in Appendix A. Once the surveyor has determined the approximate number of historic properties to be surveyed and their proposed level of documentation, the next step is to divide the survey area into suitable geographic units and estimate the amount of time to complete the survey of each unit. For a rural survey, these units are usually determined by USGS map quadrangles (quads). The unit may range from a half of a thickly settled quad to a single quad to two small, partial, or sparsely settled quads. Neighborhoods or other units are appropriate in towns.

The T-P-P Schedule becomes the guide for submitting work and receiving payment. Normally, a standard payment invoice form (see Appendix H) is used to request and authorize payment for each work unit. HPO staff uses the form to authorize payment, transmits this to the local sponsor, and the local sponsor issues a check to the surveyor.

Planning a workable T-P-P Schedule is essential to the success of the project and should reflect a careful analysis of the resources to be recorded. Once the T-P-P Schedule is set, there is some flexibility if work takes longer or proceeds more quickly than anticipated, but any major changes must be addressed by a written amendment to the T-P-P Schedule. Also, the order of delivery of components may be shifted if circumstances such as weather require. The important element is the product--it must be delivered in acceptable form before payment can be authorized.

Sequence of Work Components in Time-Product-Payment Schedule

Field Work and File Preparation
Generally, a surveyor surveys an area during a work period of one to two months, conducting the field work, naming digital photo files, and entering the survey data into the HPO's survey database. The timing of the production of the paper survey files for the documented properties (properly labeled file envelopes containing the print-out of the report form generated from each record in the database, printed photo proof sheets, site maps, and any research materials files) is determined in consultation with HPO staff. For normal, first-time survey, the paper files on the properties documented in a particular period are submitted at the end of that period along with a CD/DVD containing the database and digital photos. For survey updates, the paper files are not submitted until the final phase of the project; in very rare instances, this also is the case for first-time surveys.

In certain instances, it may be desirable to stagger field work and file preparation/submittal according to the procedures of the "pre-digital world." Traditionally, the surveyor would do the field work in a particular area in one block of time and in the next block of time prepare the files as well as do the field work for the next area. This staggering of field work and file prep was necessary because normally it took three weeks to have film developed and contact prints made by the HPO lab. Examples of time-product-payment schedules for both types of situations are in the Appendix.

Each product is submitted to the HPO staff person overseeing the project, along with a completed invoice form. Upon receipt, the staff reviewer examines the material quickly to determine if all has been delivered as stated on the invoice and if so, authorizes payment. The HPO staff person then conducts a thorough review and returns the product to the surveyor along with a review memo. For the very final product, however, payment is not authorized until a thorough review has been

conducted and all has been determined to be complete and correct. If earlier products are found to require extensive revisions, payment for subsequent products are not authorized until they are thoroughly reviewed, as long as substantive deficiencies occur.

If survey files require substantive revisions, revised files are resubmitted with the subsequent batch of completed files and entries.

Scheduling National Register Evaluation and Final Report
Review of potential National Register eligible properties should be scheduled to precede the National Register Advisory Committee meetings by approximately one month, and drafts of Property Type discussions should be prepared in advance of this review process. NRAC meetings are normally scheduled for the second Thursday of February, June, and October.

The T-P-P schedule should be planned in a fashion to allow sufficient time for HPO review and the surveyor's revisions of the final report. The draft of the final report should be submitted six or more weeks before the time the final draft of the report is due.

Estimating Time for Survey Work: Some Rules of Thumb

All estimations are necessarily rough, for there are many variables that will influence the time necessary for various tasks: the level of experience of the surveyor; the amount and kind of local assistance; the quality and quantity of available information and research materials; the terrain and distribution of resources to be recorded; and the nature of the research strategy and survey methodology.

Rural Survey
For an experienced surveyor, it usually takes an average of about an hour to do basic field recording of a rural property. A farm with a notable house and numerous outbuildings eligible for the National Register might take several hours, whereas a simple building with no auxiliary buildings might take as little as 20 minutes. Most surveyors, once they become acquainted with the North Carolina survey database and methods, can record an average of 6 to 8 rural properties per day, which includes driving time between resources. Normally a team of two surveyors can record half again as many properties, perhaps 8 to 12 per day. Relatively inexperienced surveyors should allow more time, especially at the outset, and tailor the T-P-P accordingly.

Office Work
Most surveyors find that a day in the field generates one to one-and-one-half days in the office for clerical work, research, and data entry. With a team, however, office work will go twice as quickly as for one person.

Technical and clerical work is estimated at 30 minutes per individual property; working with your photographs is explained in Chapter 6, “Photography,” and basic clerical tasks are described in Chapter 7, “Preparation of Survey Files.” Occasionally, the local match includes secretarial assistance; typing file labels is a useful task for this match, provided the surveyor checks the work carefully for accuracy and consistency.

Office work also includes research, completion of a database record on each property (including the description field which is the traditional written entry for the property), and preparation or refinement

of the sketch site map. In addition to oral history gathered in the field during fieldwork, the surveyor needs time to make telephone inquiries and conduct basic research about the history and ownership of properties. Some of this will be done in chunks of research time in local records and newspapers or in non-local research facilities; today much of it can be done via the Internet. It is estimated that about an hour per property is needed for research and data entry, but this is an average based on considerably more for some properties, less for others.

Based on these figures, one month of full-time survey work should produce complete survey files for about 60 to 80 properties, depending on the resources and the area. This is based on 10 field days, at a rate of about 6 to 8 properties per day, plus 12-14 days for office work.

In addition, the schedule needs to allow time for meetings with local committees and coordinator, consultation with HPO staff, additional research, and local presentations. It is important to reach a consensus with the local coordinator on the number of local presentations the surveyor can make; two or three are reasonable and extremely valuable, but invitations often proliferate and can eat up the surveyor's time.

Thus, a year-long project to record approximately 500 properties might encompass approximately: 1 month for planning, 8-9 months for fieldwork, and 2-2 1/2 months for meetings, Study List preparation and evaluation, additional research, writing and revision of the final report, final preparation maps and files.

Recent experience indicates that for a typical county survey, 14 to 16 months for the total project is recommended, to allow sufficient time for fieldwork to record a representative range and quantity of properties. However, this figure will vary greatly with the size and density of the county, number of towns included, and other factors. The survey of Wake County, for example, was a multi-year project, while some small, rural counties have been surveyed in a year or less.

Urban Survey

For most urban survey work, recording individual properties parallels the method in rural surveys, except that travel time between properties is greatly reduced.

In many urban areas, however, especially in neighborhoods made up of blocks of similar architecture, the usual method of recording large numbers of fairly densely distributed urban properties is to limit the data gathered to a select number of fields (e.g., survey site number, name, address, date, major style group, and narrative summary) and to take few photographs (usually one to three) of most properties. An urban block face may contain up to 10 to 12 buildings on one side of the street. It normally takes approximately one hour to record these buildings by gathering the data and taking the photographs. Pivotal buildings and good representative examples of common building types should be recorded in greater detail. It is normal to record 6 to 10 block faces per day. Research may go more rapidly than in rural areas, if such standard sources as city directories, Sanborn maps, and local newspapers are readily available and local tax and real estate records are available on-line. Thus in a month with 10 field days and 10-12 office/research days, 60 to 100 block faces could be surveyed.

Planning Phase Report

Examples of previous planning phase reports are available for reference. The components of this report include:

1. A description of the proposed methodology, indicating the research design for the project and addressing how different types of resources will be recorded and why. The methodology description should also address such topics as anticipated survey problems, involvement of the local advisory group, and possible further phases of work.

2. A brief overview of the survey area's basic geographical and natural character, historical development, and principal historic contexts, reflecting initial historical research and addressing mainly the periods from which resources survive.

3. A brief overview of the architectural resources of the survey area, indicating what types are most common, what trends and patterns have been observed, and any other important features.

4. The time-product-payment schedule.

5. The bibliography of basic secondary and primary sources.

6. For surveyors new to the North Carolina Survey program, the Phase I report will be accompanied by 5 to 10 sample survey files, fully completed.

Reports should be submitted double-spaced in the even revisions are requested by the HPO. All reports should follow current editions of the *Chicago Manual of Style* and the Office of Archives and History's "Guide for Authors and Editors." The latter is posted on-line at http://www.ncpublications.com/Guide/guide.htm.

4. SURVEY METHODOLOGY:
PHASE II, COMPREHENSIVE SURVEY

The comprehensive survey, including fieldwork, research, and writing, follows the planning phase. This is the meat of the project and takes the bulk of the time. Certain standard methods and products are required, but each surveyor brings his or her own strengths to the task, and with experience finds fieldwork and research methods that work best.

For surveys conducted to produce a National Register district nomination, always consult with HPO staff before beginning the survey to determine methodology and level of documentation!

Survey Documentation

What to Survey?

The Basics: Historic Architectural Resources
The survey encompasses all resources of historic, architectural, or cultural significance that are roughly 50 years old or older. Besides buildings, resources to be recorded include bridges and roads, important landscapes such as parks, and selected cemeteries that may have artistic or cultural significance or contain graves of important persons. In rural areas, surveys should encompass a full range of agricultural buildings and structures.

Younger Resources
In addition to properties at least 50 years old, the survey should include late 20th-century landmarks that are of exceptional significance--or that will clearly be of historic significance within a few years. Some of these may be eligible for the National Register of Historic Places even though they are not yet 50 years of age. For example, a coliseum built in the 1960s or even the 1970s might be of exceptional significance for its engineering; or a courthouse or school or house built during this period might be particularly noteworthy for its architectural design. Landmarks of important political events and social patterns such as the Civil Rights movement also merit recording and evaluation for National Register listing. Younger resources that merit recording include the distinctive and often fragile landmarks of popular culture of the mid and late 20th century, such as service stations, movie theaters, drive-ins, motels, prefabricated houses (e.g., Lustron houses), and memorable signs. With World War II well over a half-century past, a new and expanded generation of resources is commanding attention. Research is beginning to form a basis for evaluation, but as always, surveys are in the forefront of at least recording what's out there. Post-World War II military installations, especially intact groupings of World War II veterans' housing, neighborhoods of ranch and split-level houses, early shopping centers, and other obviously significant mid-20th century phenomena require consideration. Overall, the survey should be flexible about the general 50-year guideline, to ensure that the survey findings are not outdated quickly after completion.

Archaeological Resources
Although documentation of archaeological sites requires an archaeologist, occasionally during an architectural survey the surveyor will encounter sites--such as earthen fortifications, a major burial site, a ruin, or foundations of historic structures--that can be recognized readily. Brief notes, a photograph if useful, and a clear location to record potential archaeological sites can provide

valuable information to the Office of State Archaeology (OSA), Office of Archives and History, 4619 Mail Service Center, Raleigh NC 27699-4619.

Levels of Documentation

A. Standard Survey Documentation
This is the basic survey documentation level that generates survey files and is the basis for further evaluation. Standard full documentation of a property produces a completed survey file including a full report form with an analytical narrative summary that is generated from the database, properly labeled photographs, a site sketch map, and any notes and other materials gathered in the course of recording and researching the property. See below for further explanation of standard survey documentation methods.

B. Selective Intensive Documentation
The time allowed by survey budgets coupled with the numbers of properties recorded does not allow for detailed measured drawings and intensive photographic records of the bulk of the properties surveyed. However, the surveyor should select a few outstanding properties as well as a few highly representative examples of common property types as candidates for intensive documentation. (Often these will be properties that are also evaluated as National Register eligible.) The total number may be 3 to 6 individual buildings and 3 to 5 complexes (such as farmsteads). It is desirable to draw these in some detail and photograph them more thoroughly, both to enhance the illustrative capacity of the future survey publication and to enrich the overall record of North Carolina architecture. In some cases the surveyor may have the time and abilities to produce these drawings and photographs, but often this is not the case. When possible the HPO staff or the local committee will seek to recruit architectural students, builders, architects, or others willing to produce detailed records, often on a volunteer basis. The surveyor is encouraged to provide a list of properties deserving of intensive recording in the final report.

C. Map-Coding Documentation
Traditionally, map-coding of certain properties has been a component of a comprehensive architectural survey, but with the advent of GIS which requires that each digitally mapped property be recorded in the survey database, map-coding is less and less likely to be part of the project.

Map-coding may be employed when the quantity of historic resources in the survey area greatly exceeds the time available for the survey. This is especially likely in a county with a full range of pre-1900 resources and many hundreds of early to mid-20th century resources as well: full documentation of every historic resource might take two or three years or longer. Even if the number of historic resources is more manageable, it may be appropriate to record certain kinds of extremely common types of properties (generally houses) from the 20th century by codes on the survey maps rather than fully documenting them. If map-coding is part of the survey project, a priority system should be established so that the most significant and intact resources of every type are fully documented and those of lesser significance and low integrity are map coded. During the planning phase, the surveyor will develop this priority system in consultation with the Historic Preservation Office and the Local Project Coordinator. The survey methodology description--both in the Phase I report and in the Final Report--explains the balance between full recording and map-coding. This is extremely important for future users of the survey to understand the basis upon which decisions were made about surveying and map-coding specific properties. See the appendix for guidelines on map typology code for certain common house types.

Guidelines for Standard Survey Documentation

Standard survey documentation will vary in thoroughness from site to site, depending on each site's significance, complexity, condition, and accessibility. The main point is to record the property in such a way that the contents of the file present enough visual and written information to enable a person to understand and evaluate the significance of the property; to see the important features of construction, relationships of spaces and structures; and to understand its historical background and relationship to the community--all from the record in the file, without visiting the site again. As noted earlier, the basic elements are these:

Site Number
Obtain the beginning survey site number (such as AL 44) from HPO staff before beginning fieldwork. Every recorded resource must have its own, unique site number, which has a county prefix (AL) and a number. This is the number used to locate the property on paper maps and in local and state geographic information systems (GIS). It is noted on the survey form; it is written on the upper right-hand corner of the survey file envelope; and it is part of each photo name and label. It is crucial to keep site numbers straight, for they are the key from map to survey files in the environmental review process.

Survey Form
The most commonly used survey form is the individual property report that is printed from the historic property data entry form, or record, of the survey database. The long version of the printed individual property report includes an outbuildings and landscape features list and a property actions list, both generated from separate tables related to the individual property record. A key component of this survey form is the entry (or narrative summary; see below). See the appendix for sample survey forms.

There is also a district report generated from the district/neighborhood/area data entry form that is used to create a record of an area incorporating multiple properties or buildings and that has an identity and a commonly accepted name. This form is used in place of the HPO's green "multiple structures survey form." It covers all of the same types of places but is not used as a "blockface" form to cover single blocks or series of blocks within districts. Since a separate form is filled out for every property within a district, blockface forms are no longer necessary.

A separate set of instructions, "Manual for Data Entry: Historic Properties and Districts Survey Forms," covers data entry and generation of the report forms. See also "Naming Surveyed Properties" and "Locational Information" below in Chapter 7.

Surveyors are advised to fill out a paper "field form" at the site in the field rather than waiting until you return to the office. You may use the printed individual property field form created by the HPO (posted with instructions on our web site; see Appendix D) or customize a field form yourself. Jotting down data on a field form when on-site will ensure accuracy and completeness when you are entering the data into the database back in the office. Alternatively, the database may be downloaded on a tablet PC, enabling partial or full data entry in the field. The use of a tablet PC is especially efficient for urban surveys.

Map Location
Each property is recorded with an accurate map location by survey site number on a USGS quad map, scale 1:24000, for rural areas or a suitable base map for urban areas. The paper maps used in the field are the basis for the final set of neat maps (which are either paper USGS maps re-marked by hand) or for entering data in a GIS. Even though data collection usually includes some sort locational data for GIS purposes (such as a PIN/parcel number or X/Y coordinates), the paper map remains an important tool for the local or state GIS technician.

See Appendix E for a sample final USGS survey map. Each surveyed resource (with a survey form and photos) has a site number, and the exact small square representing the resource is denoted. The complete site number must be marked on the map for each property: e. g., AL 220.
If map-coding is part of the project, the map-coded properties are circled and the typology code indicated, but they are not assigned site numbers. Other notations are also valuable, including marking roads that were inaccessible, ruins, churches that are new buildings on old sites, etc. Use map-coding and other notations to make the final survey map as informative to future users as possible. The main questions that will recur are "Where exactly is such and such a property?" and "What significant properties are in a certain area that should be considered in planning future projects?" and "How fully was this area surveyed?"

Use a soft pencil that makes a clearly legible mark on the field maps. Copy the field maps in ink on a second set of maps for the final survey maps.

Photographs
Every property recorded should be represented in at least one clear, well-composed, well-lit, and properly exposed overall photograph. For most individual properties, photographs should also record all four sides plus details and (as accessible) interiors. These are labeled according to instructions below (see "Identification"). Documentary photographs should be copied where possible and copies included in the file.

Site Plan and/or Floor Plan
A site plan and/or floor plan is to be drawn neatly on a blank sheet of paper and identified with name and survey site number. North must be indicated by a north arrow. The purpose of the plan is to show relationships among buildings within a site or rooms within a building in a clear and orderly fashion (i.e., neat and tidy). For hand-drawn plans, a straight-edge or a firm hand is required, and the drawing should be executed in clean, right-angled rectilinear fashion (where applicable) so that lines reflect the actual shape of the footprint of the buildings. The plan should be drawn to scale, or, if not to scale, with a sense of proportion.

For complexes, a site plan is required showing all significant buildings, structures, and features in relation to one another and to the setting. Measure general dimensions of principal buildings. If the local government's tax and real estate records are available on-line and include clear aerial photographs, it may be possible to print the parcel photo at a large enough scale in lieu of drawing a site plan and then annotate it to identify individual buildings.

For individually significant buildings and for the main house and any especially significant buildings within a complex, a floor plan also is required if it is necessary to understand the resource (e.g., if the plan itself is important or if it aids in identifying the location of important features). Label floor plans by rooms and indicate relevant elements of finish and detail.

Entry (Narrative Summary)
The entry, or narrative summary, is clear, concise, well-written text summarizing the property's significance and briefly describing and evaluating its architecture and relating its history. The entry provides future users of the file with a quick understanding and evaluation of the property. The entry is also designed for use in the catalog section of any future publication of the survey. Although it is seldom possible within the limits of a survey project to conduct intensive research on each property, the general goal is to find out who built the property, their role in the local society and economy, and significant later owners and residents--where this information is available through family history, local tradition, and readily accessible documentation. The amount of research and oral history on properties will vary greatly depending on significance of the property, access to knowledgeable individuals, and quantity of existing historical information, as well as the time available for research. For areas (usually urban) in which the survey data to be gathered is limited to select fields on the survey form, it is normal for the entries to be quite brief, but they should still cover the basics of the overall design and any history that has been gleaned. Remember that the entry, or narrative summary, is the place on the survey form to note significant data that is not recorded elsewhere on the survey form. See "Writing Survey Entries" on page 49 and entries in the narrative summary field of sample survey forms in the appendix.

Supportive Information
The file should contain notes obtained from interviews and basic research, photocopies of historical information, etc.--all identified as to sources--to undergird and expand on the entry. Label every piece of paper for each file with the survey site number, property name, and county or town.

GUIDELINES FOR UPDATING EXISTING SURVEY FILES

Considering that North Carolina's first formal architectural survey project overseen by the office3 that was to become the State Historic Preservation Office began in 1967, any comprehensive survey project undertaken today almost certainly is going to entail examination of properties for which the HPO already has a survey file. This is particularly true of projects in the state's urban areas, and new National Register nominations for districts often address areas that already have been comprehensively surveyed. In the course of the new survey, the previously recorded properties will be re-visited and re-recorded for data-entry into the HPO's survey database.

During the update fieldwork, the surveyor will observe whether previously recorded buildings have undergone significant changes such as replacement of window sash, application of vinyl siding, removal or replacement of a porch, or construction of a sizeable addition. Other types of changes may merit recordation as well. The surveyor should compare the photocopied survey form, entry (if one exists), and photos in the existing file to the present appearance of the building. The surveyor may make field notes on the photocopied survey form to record any such changes or use the historic property field data form geared to the HPO's database.

The updating of survey documentation for properties previously recorded on a multiple structures form (green paper form) poses certain challenges because the adoption in 2007 of digital recordation using a database requires the creation of a record for each individual property with its own survey site number and survey form (report form generated from the database). Survey files that utilized the green multiple structures form were assigned a single survey site number for the entire file, rather than a number for each property covered by that file. Consequently, the updating of the file involves

“populating” it with an individual record for each property, each assigned its own, new survey site number and represented in the file with new survey photos and a survey form (the report form generated from the database). If a pre-existing multiple structures file for a particular area such as a single block-face does not cover every single property in the area, the surveyor also would record those “missing” properties for the first time and add them to the file if the survey work is for preparation of a district nomination and most likely would do the same for a project that is strictly survey.

Additional information on updating survey files appears in Chapter 6, “Photography,” and Chapter 7, “Preparation of Survey Files.”

Public Relations

Establishing Local Connections

Good public relations are essential to the survey. Getting the word out about the project will smooth the way and generate interest. Working closely from the outset with a local survey committee is a good beginning. In addition, the local coordinator should put together press releases for the local newspaper describing the project, identifying the surveyor, and giving an idea of where and when fieldwork will occur.

The surveyor should carry a letter of introduction from the local coordinator, on official stationery. Preserve the original of the letter in a plastic sleeve and make copies to hand out as needed. Business cards to distribute are also recommended. These, as well as public relations work by local survey committee members within each survey area, can help acquaint community residents with the project.

Another aid in conducting fieldwork is to notify the local sheriff's department (for rural area) or police department (for urban area) about the survey; get acquainted, and give the department the make and tag number of your car. This will prevent your being stopped and questioned about why you are driving slowly and will enable local law enforcement to allay the concerns of citizens who may report what they believe is your suspicious behavior.

In counties with regional or neighborhood community centers, try to notify each community. These centers often have monthly meetings and can announce the survey and generate local interest and help. The local coordinator and others can suggest other local civic groups that can serve as sources and conduits of information.

In many cases, before the surveyor starts fieldwork in a given area, the local coordinator may send out postcards to all residents advising them of the upcoming work, so they can expect the surveyor to be in the neighborhood, perhaps visiting their homes.

A useful technique is to prepare a handout sheet to leave with the resident or at the doorstep of houses where no one is home. (It is illegal to leave it in a mailbox.) The handout should provide information on the survey, your name and office phone number, and the local project sponsor's name and phone number, as well as questions about the history of the building you seek to have answered. This will explain why you are taking photographs, allow you to avoid lengthy explanations, and generate historical information from residents. Be sure to mark each sheet with the survey site number, to enable you to identify which property an individual is calling you about.

Fieldwork Etiquette

Crucial to the success of a survey is productive and harmonious interaction with property owners, tenants, and neighbors. When recording in rural areas, first knock on the door or ring the doorbell. Relate in plain, simple, courteous, uncomplicated terms the purpose of your project. Give the person time to become comfortable with you and your mission before you ask permission to take photographs. Basic courtesy is important. Do not just drive up, hop out, and start snapping photos. This is not only rude; it can be dangerous!

It is legal to take a photograph from the public right-of-way even without permission, but if you are standing on private property without permission, you are trespassing. Avoid trespassing in vacant buildings unless you are with a "local" who is sure it is all right to be there. In rural areas, often it is impossible to shoot even an overall view from the right-of-way without a powerful telephoto lens. Always knock on the door to request permission to photograph anything not in clear view from the right-of-way. If it is certain that no one is home to grant permission, surveyors have been known to take a few pictures from the car as they depart, but they do so at their own risk.

If you are seeking to record the interior of a house, it is not usually effective to ask flat-out to go inside. Rather, explain briefly and pleasantly what you are doing and offer your letter of introduction. Begin by asking questions about the history of the place, then turn to questions about what the house is like. This may encourage the resident to invite you in. You may want to mention other people in the area you have visited, and that you are interested in old woodwork, mantels, etc. This too may evoke an invitation. If not, and if it is important, ask if you might make an appointment to come back and see the interior. If they are leery of having photographs taken, it might help to say that you just want to see the features without photographing them. If none of these approaches works and it is really important, ask a member of your local survey committee to try to make an appointment. The point is always to be courteous and interested, be patient about establishing a trust level, and do not pressure the resident.

You also need to use time with people in a cost-effective way. If someone is at home, and you are invited in, offered some refreshment, and treated to a chatty visit, you may end up trading a large portion of your precious fieldwork time for an uncertain amount of "oral history." It is essential (and sometimes difficult) to deal cordially but briefly with the public while keeping to your schedule, to avoid getting sidetracked and losing valuable hours. At the same time, always remember the supreme importance of interviews with community residents who have valuable information about the historic resources that you are studying. A chance remark by a property owner, or by a local person interested in history, might put a whole group of historic buildings into perspective. Balancing interview time with fieldwork is a skill that develops with experience.

See "Fieldwork tips" below for further suggestions on fieldwork patter.

Handy Contacts

Surveyors are often asked about various historical programs of Archives and History.

For counties in the eastern and western regions, the initial contact should be with Archives and History regional offices.

Eastern Office, Archives and History
117 Martin Luther King, Jr. Drive
Greenville, NC 27858
telephone 252/830-6580; FAX 252/830-6583.

Western Office, Archives and History
Biltmore Village, 1 Village Lane, Suite 3
Asheville, NC 28803-2677
telephone 828/274-6789; FAX 828/274-6995

Here are a few basic Raleigh office contacts for most commonly requested topics:

Archives and Records, 919/807-7310, for donating or evaluating family papers, county records, church records, etc.

Museum of History, 919/715-0200, concerning historical artifacts (furniture, textiles, toys, guns, coins, etc.)

Historic Sites, 919/733-7862, concerning state-owned historic properties

Historic Preservation Office (HPO): 919/807-6570; fax 919/807-6599 (same fax for the following HPO offices)

Environmental Review Coordinator, HPO, 919/807-6579, concerning state or federally funded development and transportation projects affecting historic properties

Grants Administrator, HPO, 919/807-6575, concerning matching funds for preservation activities

Preservation Commission Services, HPO, 919/807-6580, concerning local historic districts and landmark commission and the Certified Local Government program

Restoration Branch, HPO, 919/807-6570, ext. 3, concerning advice on restoration or rehabilitation of historic properties, and tax credit projects. A limited amount of staff time is available for site visits to advise owners of historic properties on restoration and rehabilitation techniques and on tax credits for rehabilitation.

Survey and Planning Branch, HPO, 919/807-6570, ext. 2, concerning the statewide architectural survey and the National Register of Historic Places

Other organizations:

Preservation North Carolina, 919/832-3652 (the Historic Preservation Foundation of North Carolina) is the statewide, private, non-profit preservation organization. It offers a variety of preservation services and educational programs.

Especially important for the surveyor is Preservation NC's preservation revolving fund, which has successfully undertaken the rescue of dozens of endangered properties in North Carolina, through options or purchase and resale with covenants for preservation. In cases where the surveyor encounters endangered, significant properties that are good candidates for this program, contact the Revolving Fund Director, Preservation/NC, P.O. Box 27644, Raleigh NC 27611-27644, 919/832-3652. Surveyors are encouraged to join Preservation/NC and attend the annual meeting, which takes place in the fall.

The Special Collections Department, NCSU Library, Raleigh, 919/515-2273, accepts and curates collections of architectural drawings and other records if offered by private homeowners, architectural offices, contracting firms, etc.

Health and Safety in Surveying

The safety of the surveyor is the top priority. Be careful!

Ticks
North Carolina has ticks, both the little black ticks that cause Rocky Mountain spotted fever and the tiny tan deer ticks that communicate Lyme Disease. Surveyors in rural areas (or in verdant towns) usually attract ticks. Obtain up-to-date information from the local health department on both kinds of ticks and "tick fever" and believe what they say! Early symptoms are not always obvious, and these are serious illnesses--sometimes fatal--if not detected early. Any fever or persistent malaise, especially if accompanied by a rash or aching joints, should be considered as a possible symptom. See your doctor and explain that you are outdoors a lot and want to be checked for tick-borne diseases.

Heat
On hot summer days, take heat seriously. Wear a hat and cotton clothes, and consider wearing sunglasses. Carry a water bottle and drink a lot of it, and replenish salts and potassium (bananas are great). If you are outside a lot, learn the signs of heat exhaustion and pay attention.

Get your tetanus shot updated--about every ten years--in case you encounter a nail personally or have any other puncture wound. This is especially important for surveyors in rural areas, because tetanus remains for many years in the soil, especially where horses have ever been. Tetanus (lockjaw) can be fatal.

Feet
Especially for rural work, wearing heavy shoes or boots at all seasons can protect against nails as well as snakes.

Dogs
Dogs can be a problem. You may wish to carry a can of anti-dog spray. When stopping at a farm, slam the car door loudly to see what emerges. If a dog acts vicious, talk calmly to the dog and very slowly back into your car while maintaining eye contact, and leave. Don't turn your back on the dog and give him a chance to nip at you.

General Safety

The safety of the surveyor is the top priority. Do not survey alone in rural areas or rough urban areas. Do not go down roads that make you nervous. If you are in a situation that suddenly gives you bad vibes, get out. No survey file is worth a single hair of a surveyor's head. Always carry a cell phone with you. Make the sheriff's office your friend.

In rural areas and certain urban settings, always work with an assistant or local volunteer. Companionship is essential, not only to avoid lone encounters with questionable strangers but also because of such possible hazards as falling in an abandoned well or through a floor, encounters with hostile animals, and so forth. We haven't lost any surveyors yet, and we don't want to. Also, with a local companion, you can survey more thoroughly and comfortably than otherwise.

During any hunting season, in rural areas it is advisable to wear a brightly colored (e.g., blaze orange) safety vest, such as that worn by highway construction workers.

Never leave your car unlocked and unattended. Never leave your pocketbook or camera in an unlocked, unattended car, even for a moment (one veteran surveyor had her purse stolen when she and others left the car unattended "just for a minute"). And never leave your keys in your car unattended, even in a "safe" place.

Fieldwork Tips

Here are a few "tips of the trade" offered by staff members and veteran surveyors in North Carolina:

"Drive every road in both directions: you'll see a lot of old buildings from one angle that you'll miss coming the other way."

"Recheck your summer fieldwork areas in winter to see what the trees made you miss."

"Review existing survey files and National Register nominations early in the project to get a sense of what's already been recorded."

"I devised a sheet--I could do it on computer now, of course--to let me track where I was in terms of completing each site file. I kept these sheets in a notebook and they became the basis of my fieldwork system and later the source for compiling the . . . Study List, mapping, and other administrative matters."

Scheduling

"The order in which a county should be surveyed should become evident from the windshield survey. I always encourage PIs to start in the most 'resource rich' area and work toward the more sparse regions. My reasoning: record as many good properties as early as possible before all of the administrative work starts piling up--this way you don't get overwhelmed (at least not as overwhelmed) at the end of fieldwork and shortchange resources."

“Plan your fieldwork to synchronize with the seasons, if possible. Try to schedule rural survey work during late fall, winter, and early spring. The summer survey enemies--hot weather, insects, snakes, overgrown fields, and trees in full leaf that conceal buildings--will be avoided if you survey in the winter. Leaves are off the trees in most areas from early November through early April, though this varies with the area and the year. If your survey includes urban areas, schedule fieldwork there for summer. Research and writing may be done in air-conditioned comfort in the summertime."

"Anything that can be done to conserve field time (especially during short days in winter) should be encouraged. For example, if an owner lets you survey a property but refers you to his brother or sister who lives next door for the full history low-down, call the relative that night rather than during daylight hours."

Maps

"I cut my field maps in half and put them in a three-ring binder. It makes it much easier to keep them in order and use while driving."

"Don't trust USGS completely. Open dots often represent abandoned or even occupied but poorly maintained houses (as well as secondary buildings). Some isolated, abandoned, and (often) important buildings aren't shown on USGS maps, especially where pine forest cover concealed them from aerial detection."

Filling out forms

"When visiting a site, be sure to write down as much of the data required for the database record as you can in the field, while you are looking at the site itself. Sometimes a surveyor will simply fill out location, put it on the map, and take the photos, then move on to another site, planning to fill in the rest of the form later from photographs. This is not wise. Many features are often not visible in photographs, such as whether an overgrown foundation is brick or stone, whether the siding is wood or vinyl, what material the roof shingles are made of, what the front door looks like, what type of brick bond is in the chimney, where the outbuildings are located, etc. Also, it is difficult to interpret a building without spending a sufficient amount of time studying it at close range. Take as many notes as you can on-site. Experienced surveyors say, 'Don't rely on photographs to fill in the survey form!'"

“Even if you’re using a tablet PC loaded with the database and the LCD screen can be read outdoors in sunlight, it is likely that you’re going to enter much of the data back in the office. At the minimum, you will review the data you entered out in the field and refine it. I use a paper form I created based on the database report form for jotting down data out in the field for entry into the database later.”

“It is sometimes difficult to determine a property’s 911 or street address while in the field. If no house number is evident, record the address of the closest contiguous parcel. It is then usually possible to use online GIS records to find the surveyed property’s address.”

The Pause that Refreshes

Stop occasionally to have a cold drink in a country store where community residents gather to chat, and ask about historic buildings in the community. This can be an extremely useful and quick way of gathering a lot of local information.

Approaching Residents: Effective Fieldwork Patter

"This is my introductory statement when I meet a property owner: 'Hello, my name is ___ and I am doing a study [survey sometimes makes people think you are building a road through their living room] of old houses in ____ County for the ____ planning department or historical society [don't give a long title]. I wonder if you could tell me about the history of your house/farm/store.' Typical response: 'Well, I don't know much about history....' Return volley: 'Do you know anything about/ have you ever heard anything about who built this house?' 'Is there anyone in the area/family/anywhere who knows the history of this place?' This usually gets things going gradually."

"Another etiquette tip: I usually have my camera in full view when I meet residents, so that they know I am taking pictures, but I do not actually ask them if I can photograph their property until we have talked for a while and developed trust. Typical line to extract myself from a too-long site visit: 'Ma'am, I'd love to stay longer/have some tea/marry your eldest son/daughter, but I have to do five more houses this afternoon.' This helps emphasize you are working, not visiting."

"I always found it beneficial to have the names of local landowners and members of the survey committee which I could use in my introduction to the property owner/occupant. Once you're successful in getting into one house in a community, the other houses are not nearly as difficult."

"When you are talking with someone who seems skeptical, mention others in the community with whom you've already talked: 'Mr. Jones down on Smith Creek told me this place was built by one of his cousins. I was wondering if you'd heard anything about who that might have been, or when that was?'"

Focus on open-ended rather than yes-no kinds of questions to evoke fuller answers.

"Keep asking who in the community 'knows the history' or is 'an old-timer.' Ideally members of the survey committee will steer you to--or include--this person, but sometimes there is someone they don't know about. And that person will have the key to everything."

"I always like having a get-together of old-timers and interested people when I'm finishing up fieldwork in a neighborhood or township or community. I show them the maps and pictures and ask them if they know any history, and they all get going with recollections. Some will spark another. And a lot of mysteries can get cleared up."

"To be sure your information is as 'pure' as possible, don't suggest answers in your questions. Thus, 'Do you know who the carpenter was who built this house?' 'Have you ever heard who built this house?' is less ‘leading’ than 'Do you know whether Adam Franklin built your house?'"

Balance local and family tradition with research in documentary sources. Each has its own unique potential and pitfalls.

5. SURVEY UPDATES

[This space is reserved for future development of guidance for projects that are exclusively survey updates. Currently, material on updating existing survey files appears on chapters 4, 6, and 7. Future development of this chapter will repeat the material on updating files that appears elsewhere in this manual and expand it as appropriate for survey update projects.]

6. PHOTOGRAPHY

This edition of the architectural survey manual addresses only the use of <u>digital</u> photography. Surveyors using black and white film photography should refer to chapter 6, "Photography," of the 2002 edition of the survey manual. **For additional information on digital photography, please see the HPO document, "Working with Digital Photographs."**

<u>Taking Photographs</u>

Minimum Image Size

The minimum image dimensions acceptable for surveys photographs is **1950 pixels x 1350 pixels**. They may of course be larger. Such an image would make a print of **6.5" x 4.5" at a resolution of 300 ppi** (a 7" x 5" print with margins). A 3 megapixel camera should create an image of about 2100 x 1400 pixels, and this is why it is the minimum for survey work. We will not quibble over minor variations in pixel dimensions.

Advantages of Digital Photography in Surveys

- The surveyor may see and make proofs or prints of pictures the same day they are taken, avoiding the long wait of having proofs and negatives returned from the lab.

- There is no expenditure for film, whether black and white or color slides. While there is some expense for ink and paper for making proofs, it is much less than the cost of proofs made from negatives on photographic paper.

- If the camera has a large enough memory card, the surveyor may shoot pictures all day or longer without having to stop to load film or replace the card. (*Keep that battery charged, and keep a backup battery!*)

- One camera provides the images needed for survey record photographs, National Register nominations, and public presentations, eliminating the need to carry two cameras or to switch film types while shooting pictures.

On the other hand, digital photography requires additional responsibilities on the part of the surveyor. See "Selecting Survey Photographs" below.

What to shoot? How many photographs?

Record Photographs

For individual properties, you will usually need at least 3-4 photographs of the principal building, and probably more (as many as 10-12) if there are significant details and if you record the interior. In addition, for significant outbuildings, you need at least one decent shot of each one, plus selected details. For a complex you also need at least one overview to depict the impact of the entire complex.

For very significant properties, you will necessarily photograph more intensively, sometimes as many as 20-36 photographs for one complex or important property.

If you are updating an existing survey file, you may need to take only a few photographs to document current appearance, including at least one overall view and shots of features of the property that have changed since the last time it was recorded (such as a replacement porch or a significant addition). If there are very few photos in the existing file or if changes to the property are extensive, you will increase the number of photos accordingly so that the photographic record is thorough. It is rarely necessary to re-shoot every photograph that was made during the original survey.

The most important rules of thumb are: 1) digital photo files are cheaper than time, and 2) focus on making a useful record of the property. You may never have another opportunity to photograph a particular historic property. Because the photos you can shoot with a digital camera are virtually cost-free and their number limited only by the size of your memory card, take as many photos as you can within reason, knowing that you can later cull the poor photos and duplicates. If your camera permits manual settings, you should "bracket" the primary overall shot (shoot the view two or three different exposures)--especially when the subject is back lit or the lighting is tricky, to be sure to get one good overall photograph of the building.

In addition to photos of individual properties, you also need to take the following types of photos to use mainly for public presentations and National Register evaluation purposes:

--Overall scenic views of the communities and the county, showing the landscape, waterways, and typical farmsteads, neighborhoods, and so forth.

--Views that catch the essence and provide attractive as well as revealing views of districts and areas, especially those to be considered for National Register evaluation.

--Shots of interesting features that capture the flavor of the community or county's past and present, such as agricultural crops, posters, public sculpture, road signs, railroads, revealing billboards, fences, walls, street paving and furniture, and live scenes including public events, people, even animals.

--A few images of modern buildings and facilities are especially valuable for presentations on the county or community's development, to depict what is happening now: this may be tourist development in the mountains, new subdivisions, or mega-farming or meat or poultry processing operations in the east.

--Historic properties that are not part of your survey because they have been recently recorded as part of another project (e.g., listed in the National Register individually or as part of a district).

If conditions are not good for taking “presentation” images at your principal visit to a site, schedule a follow-up visit for a second shoot on a clear, bright day. In downtowns especially, a pretty Sunday is often the best time to take streetscape photos and retake any record photos of individual buildings as traffic will be light and vehicles are less likely to be blocking views. If your camera permits manual settings, bracketing your exposures--1 f-stop over, 1 normal, 1 under--is recommended for situations in which optimal results are needed.

Documentary Photographs
Whenever possible, obtain old photographs of properties, communities, etc. The recommended method, assuring the best quality work is to borrow the photograph and have it copied at the HPO Lab. Assure the owner it will be hand carried at every stage, and the owner will receive a courtesy print of the copy. Important: These irreplaceable old photographs must be hand carried to and from the lab. If the owner is unwilling to lend the photograph for copying, it is possible to make a copy on site if good light--in the shade, outside--is available. These are not as good as the professional quality available from the lab, but better than nothing. A tripod and close-up setting on the camera will help. Be sure you have everything focused, square, and level, and shoot different exposures.

Photography Tips

Getting Started
surveyors (especially for their first project, but others as well) should make appointments to discuss photography with the HPO photographer and to review photography techniques in the field. At the beginning of a survey, or when breaking in a new camera, immediately take and print numerous photos at various settings, recording your camera settings for each short. There may be a malfunction in your camera that you are not aware of, and you would lose valuable survey time if you have to re-photograph properties.

Composition
When planning that good overall photograph of the building, consider composition carefully. Be sure your camera is level. Study the right distance for your shot. If you stand too far away from the building, there will be too much sky and street in your photograph. If you stand too close, part of the roof or chimney or foundation may be left out of the picture.

Sometimes the best view of a building is a straight frontal shot, sometimes a "three-quarter" view is best, in which both the front and a side elevation are visible. Taking both is a good idea. Always keep in mind: how will the picture in my viewfinder look in a publication?

In recording a building, be sure that all four sides are photographed, either through straight-on or angled shots. The rear of the building is important too! Closer shots of details need to show important features such as the front entrance, a typical window, and significant decorative or structural details. When in doubt, take a picture.

Lighting
Lighting is the trickiest issue. There is little or no chance of getting a good picture if you shoot into the sun. Obviously fieldwork proceeds throughout the day and cannot always tie to the right time of day or year. A bad picture is better than none at all, but not much. If you must aim at the sun because of the time of day and the position of the building, try to block the sun's rays by standing behind a telephone pole or a tree, or in the shade of another building. To help compensate for bad lighting, get the light reading at the building, then keep that reading and move back for the photograph itself. Bracket the shot.

Keep a list of properties which need to be reshot (especially the overall shot) at a specific time of day, and schedule a photo sweep in a given area for morning and afternoon light as appropriate.

For recording interiors, you will need either a flash or a tripod. Many interiors are dark, and to get a decent record of woodwork, mantels, hardware, and overall views of rooms, a handheld camera without flash is seldom adequate. Using a tripod generally gives superior results over a flash, though it is less convenient. Flashes do little good in large spaces and may wash out the detail.

Keeping Track of Your Photographs
In order to be able to label your photo files and proofs efficiently and match them to the correct survey forms, it is important that you keep track of your photographs as you take them. Perhaps the surest strategy is to keep a day-by-day log of which sites you survey and in what order. For urban areas, before shooting properties on one side of a block or series of blocks, you might take a photo of a sheet of paper or an erasable board on which you have written the name of the street and the street number of the first property you will shoot.

Working with Your Photographs Back in the Office

Selecting Survey Photographs

The surveyor is responsible for selecting images to be included with the property file. Most people have the tendency to take more digital photos than film photos, because it is so easy and seems "free." *Duplicate images and images of poor quality should be deleted*, if not from the surveyor's copies of his or her original images straight from the camera, then from the images selected for the survey file, printed on proof sheets, and burned to a CD.

Naming Survey Image Files

The surveyor is responsible for naming the image files. It is permissible to abbreviate property name and address as long as the name and address are readily apparent.

An Important Reminder: *You must obtain survey site numbers from the HPO before naming your photographs.*

Conventions for Naming Photographs:

Rural Properties

County AbbreviationSiteNumber_PropertyName_Month and Year Photo Taken_Photographer's Initials-Photo Number.

Thus for the Johnson Farm, site CH 457 in Chatham County, the name becomes

CH457_JohnsonFarm_6-07_pbs-01.jpg

Using -01, -02, etc. instead of -1, -2, etc. will keep your renamed photos in the order in which you named them in an alphabetical list. Otherwise they will be listed as -1, --10, -11, -12, ...-2, -20, -21, and so forth. Do not use letters instead of numbers to distinguish the individual photographs.

Certain photo management programs do not automatically insert the hyphen. In place of the hyphen, an underscore or a blank space is permissible.

Do not include information in the image file name about the view depicted in the photo.

If no family name is associated with a property, you may use a generic building type like "House" or "Store" etc. If a generic building type is used in place of a family name, it must be followed by the road number or the 911 address. Thus:

CH765_House_SR1243_6-07_pbs-01.jpg
or

CH765_House_8788WhiteMtnRd_6-07_pbs-01.jpg.

Urban Properties

Also include the town name.

County AbbreviationSiteNumber_Town_PropertyName[OR PropertyAddress]_Month and Year_Photographer's Initials-Photo Number.

Example: CH670_SilerCity_HarrisBuilding_10-07_crb-01.jpg.

For urban properties that don't have a common name or regularly used historic name, use the street address. Thus:

CH671_SilerCity_423NMainSt_10-07_crb-01.jpg.

Do not include the historic district name, if any.

Streetscape Views within a District

County AbbreviationSiteNumber_Town_Block(s) Shown_Month and Year_Photographer's Initials-Photo Number

Example: CH650_SilerCity_100blockNMainSt_10-07_crb.01.jpg

The site number is the district site number.

Using Software for Batch Renaming Multiple Photos at One Time

See the HPO document, "Working with Digital Photography," for a review of free or inexpensive software you can use to rename large numbers of photographs with one operation. Even without batch renaming software, you can use the computer's memory to copy and paste the image file name except for the final photo number for each image. This is often the quickest way to rename a small number of photos for a single property.

Editing Survey Photographs

The surveyor should undertake basic editing of images before printing proofs, including rotating, cropping, or enhancing brightness/contrast as needed. However, the original pixel dimensions of the images (allowing for some cropping) should not be changed. ***The images should not be converted from color to grayscale.*** Black and white proofs and prints can be made from the color images. See the HPO document, "Working with Digital Photography," for a review of software for editing images.

Proof Sheets for Survey Files

Photographs for survey files must be printed as "projected proofs" on 8-1/2 x 11 sheets of paper (to fit in the survey envelopes) with each image no smaller than 3 inches on its longest side. This format has several advantages for its purpose. The most obvious is that the enlarged proofs make the photographs large enough to see the subject and some details. In contrast, smaller images, such as the actual-size proofs of photographs taken with 35 mm. film, are not acceptable for survey files because they are too small to see the building and its details. Larger proofs printed one per sheet, on the other hand, are expensive to print, plus the take up too much room in the survey file envelopes. With multiple enlarged proofs on a single sheet, clerical work is reduced: instead of having individual photographs each of which must be identified separately and completely, certain basic information may be printed or written on each sheet--property name, county, town, name of photographer and date of photograph. In this format, only specific additional information needs to be indicated for each photograph (frame)--the identification of the particular shot, such as "mantel in west room," "rear porch," "smokehouse," etc.

The surveyor has two options for proof sheets:

1. Print the proof sheets yourself on a home or office printer.

2. Place an order with the HPO photo lab to have the proof sheets printed.

Printing Proof Sheets at Home

Proofs may be printed on a typical home printer, whether laser or inkjet, and may be in color or black and white *(again, do not convert images from color to grayscale)* on a premium quality, bright white paper (24 lb weight or higher) or low-cost photo paper to reduce costs as long *as the images are crisp and legible.* There should be a minimum of 4 and a maximum of 9 images per 8 ½ x 11 sheet, with no image smaller than 3 inches on its longest side. See the sample proof sheet in Appendix B.

Using the HPO Lab to Print Proof Sheets

Submit a CD or DVD (with the photos named as described above) to the HPO for printing of proof sheets for a fee. This process is similar to submitting film for proof sheets, and with equivalent turn-around time and costs. The HPO photography services fee schedule and requisition form are posted on the HPO web site. The requisition form is posted in two versions: as a pdf to print and fill out by hand and as a Word document that may be filled out on the computer. *If the HPO prints the proof sheets, all of the photos for a particular property must be in its own folder.*

The surveyor sends a CD or DVD containing the photo files accompanied by an HPO photo order form (see Appendix H) to the File and Photography Clerk, Survey and Planning Branch. The printed proof sheets and CD/DVD are sent to the surveyor with an invoice.

If the surveyor wishes to use the services of the HPO photo lab, the billing procedure is set up with the File and Photography Clerk at the beginning of the project. All photo bills must be paid before the project may be closed out. If the Local Sponsor of the project wants a set of enlarged proofs, this should be established at the beginning of the project and specified when print orders are submitted by the surveyor.

Labeling Proof Sheets

Proofs sheets must be labeled with the following information:

- survey site number
- property name
- location
    - For *urban* properties**,** the town must be indicated. If an urban property has only a generic name such as “commercial building,” rather than a historic name, the street address must also be indicated.
    - For *rural* properties identified only by a generic name, the road number or 911 address must be indicated. If a rural property has a family name, no location information is needed.
- photographer (initials are acceptable)
- date (month and year)
- identification of views: For an overall view, no description is necessary. For outbuildings or other items photographed, indicate what they are, such as "smokehouse," "gate in rear fence," etc. For details, indicate the subject matter, such as "dining room (NE room) mantel", "rear porch post," or "strap hinge on smokehouse door." For side views, indicate "north side," "west side," etc. if possible.

Proof sheet labeling may be done by hand in the traditional way with one label per proof sheet written on the front or back of the sheet. Views may be identified either on the front below the image or on the back, lined up with the image. Use a pencil or a ballpoint pen. An ink stamp for repetitive information, such as name of photographer and survey location, is acceptable if each sheet is allowed to dry before stacking the photographs to prevent transfer or smudging.

Several software packages can print proof sheets with the file name under each image and add a title line for the entire sheet (i.e., the block of information traditionally written on the back of black and white proof sheets; see sample in Appendix B). See the HPO’s “Working with Digital Photography” for a review of free or inexpensive software that can create labeled proof sheets. *The only thing you may need to write on the proof sheets is specific information about views*.

If your proof sheets are printed by the HPO photo lab, the photo file name appears under each image and the only additional labeling you would need to add by hand is the identification of views.

Burning CDs of Survey Photographs for Product Submittal to the HPO

Use a CD-R, not a CD-RW. For a survey project, the photographs of multiple properties may be burned to a CD or DVD – as many as it will hold. *Do not make a separate CD for each individual property.* If you have already created a separate folder for each property because you earlier submitted a CD to the HPO photo lab for printing of enlarged proofs, you may leave the photo files in the folders. Otherwise, do not create a separate folder for each property on the CD. Label each CD with county, project name, photographer, and date created. Protect CDs in a plastic case or heavy paper sleeve.

7. PREPARATION OF SURVEY FILES

The basic tasks in making a survey file are as follows:

-- Review survey form for completeness and accuracy; amend database and reprint form as necessary
-- Write entry
-- Type survey file label
-- Organize and label photos
-- Assemble File

The Survey Form

Naming Surveyed Properties
Give careful consideration to the "name" of a property, and be sure to use the same name consistently from survey form to digital image files, proof sheets, and file label. If you learn a new and more accurate name for a property during the course of research, be sure to change it on every document, not just on a few of them.

If a property bears the name of two or more owners, use a hyphen between names. In cases where there is any ambiguity, it is helpful on the proof sheets and file label to underline the key word by which the property should be alphabetized, e.g., "Hasell-Nash House." Avoid calling things "old" as part of the title. Thus, the "Old Fannie Wells House" should be listed as "Fannie Wells House." An exception is made when "Old" is part of the name: e.g., "Old Town Plantation." If a building is no longer used for the purpose the title suggests, use "former" (not "old") in parenthesis at the beginning of the name, e.g., "(former) Orange Road School," in which case the property is alphabetized under "Orange."

If there are two or more buildings with the same name, such as two houses bearing the name--e.g., "John Smith House"--put a numeral at the end of the name to distinguish them--e.g., "John Smith House I" and "John Smith House II."

Avoid stringing too many family names together to create a property name, such as "Appleby-Brighton-Compton-Dandridge House." Generally, the name of the original owners is sufficient. Additional names are appropriate when the property is widely associated with a longtime later owner or family, or in cases where a later family made significant changes to the place, a later family occupied the place for a substantial length of time, a later owner or family has special historical significance, or the property needs to be distinguished from others of the same name.

For buildings that have more than one well-known common name, select one and use it consistently. The second name would appear only in the “other name” field of the survey form.

If a house, barn, church, store, school, or other type of property is not identified by name during the survey, it should be identified by a generic category such as "House," "Barn," "Church," "School," "Store." Do not concoct descriptive names, such as "Big Stone House" or "Abandoned Barn."

Locational Information
A precise location is vital for each property. Traditionally, rural locations referred to the state road number, rather than to the local road name, but since the establishment of "911" emergency systems statewide, the address of virtually every property with a house, store, church, school, factory or other "primary" property type (as opposed to a building such as a barn), unless it is long-abandoned, has a street name and number. Consequently, the HPO survey database/survey form now has fields for both the street/911 address and the location description traditionally used for rural properties (e.g., E side SR 1204, 0.7 mi. N of NC 87), and *both* should be filled out for rural properties. Local road names do not appear on USGS maps, but they may be found using NCDOT's on-line SR look-up (https://apps.dot.state.nc.us/srlookup/), while complete street/911 addresses can be found using on-line local GIS records.

If you find it impossible to determine a property's street number, for rural properties you may provide a location description only; for urban properties, the local description would incorporate the street name (as opposed to an SR number—e.g., "N side Sailor St. at E corner of Main St.").

Be sure to be consistent in using the same locational information on the survey form, file label, and proof sheets; thus, avoid such inconsistencies as: 301 Adams St., 301 E. Adams St., 301 Adams—all within one file.

Updating Existing Survey Forms
If your project is identified as a survey update, there will be a box on the form in which to enter the date the property was visited for the update and a series of boxes summarizing what you found (e.g., no change; substantial alteration; demolished; needs further research), at least one of which should be checked. On the Actions List, entries should be made for both the earlier survey(s) and the current one. These entries may be made globally as appropriate.

Writing Survey Entries

The written entry gives a concise statement of significance that describes the physical and architectural character of the property, evaluates the property in a local or broader context, and relates pertinent historical information. This is a required component of each survey file. For all future users of the file, the narrative summary provides a basic understanding of the property and its significance within the community or county. These entries plus the final survey report constitute the basis for a future survey publication. Thus the entries are a vital element of the survey, and should be written in a clear, smooth style suitable for possible publication. **The narrative summary entered at the end of the HPO survey database's individual property form usually serves as the written entry.** See the sample survey forms in the appendix for examples of well written entries.

Writing entries may seem a formidable task at the outset of the survey project. Surveyors find that certain types of buildings recur in the survey area, and soon develop a repertoire of phrases with which to describe and evaluate them. One of the most important functions of the entry is to provide an evaluation of the significance of this resource in comparison to other resources of its type in the survey area (or, in some cases, in the state or region, if that is possible). It is useful to state whether the building is typical, unusual, unique, rare, "one of the best examples of its (which?) type," an unusually large example of its type, a rare survivor of a once common building form, one of the most recent examples of something, and so on. Remember: The surveyor is the expert on the historic

resources of the survey area, and an important part of the surveyor's role is to make judgments of what is significant within that area and communicate effectively why it is significant. The length of the entries will vary with the nature of the property and the information available. Entries might typically range from 2 or 3 sentences for a simple, representative bungalow, to a full paragraph or two for a significant early 20th-century farmhouse, to a page or more for a multi-component farm eligible for the National Register.

The entry should open with a sentence that communicates the principal significance of the property; in other words, what about the property made it worth surveying--and worth preserving? This statement is particularly important if the property is to be recommended for the Study List (see Chapter 8, “The Last Steps: Report, Study List, and Submittal of Final Materials”).

Vary the phrasing of the first sentences (keeping the reader of the future publication in mind) and avoid starting too many entries with "This house." There is no need to restate the name of the property repeatedly within the summary, as presumably that is what the whole narrative is about unless otherwise indicated.

The entry should follow a logical order of presentation that is easy to follow. Generally, it should explain the basic architectural character and features of the property, usually starting with the general and moving to the specific, treating form, plan, and basic style and materials first and then noting particular architectural features. You might work from the top down, starting with important roof features, cornice, windows, porch, as appropriate, or you might start with the main façade and then move around the building as appropriate and on up to the roof. Either way is fine as long as you are consistent. Normally the basic original building comes before any alterations, unless the alterations are dominant. For a complex, treat the overall complex first, then its components beginning with the most important or oldest components. Even though the related table of outbuildings and landscape features associated with the property prints as part of the survey form, these elements also should be addressed in the entry text.

Emphasize what is significant about the building before noting any problems of alterations and condition. Avoid starting out with negatives such as "This dilapidated barn...."

In the architectural description, avoid overusing "There are..." or "The building has..." plus a long list of individual features. A list of architectural components does not constitute a useful description or help the reader understand the property and its value. Integrate the relevant features of the property into thoughtful sentences that enable the reader to understand relationships that make up the whole.

In some narratives it makes sense to deal with the history first, then the architectural description; in others the architectural description comes first. In still others they may be interwoven: often this is the most effective. The relationship between architecture and history should be as organic as possible. Don't get bogged down in unimportant details. Above all, make sure the entry communicates to the expert and lay reader what matters about the property, preferably in an interesting way.

As with any documentary writing, **any information derived from sources other than your own observation and analysis should be credited to those sources**--both written sources and interviews. This can be done either by notes at the end of the entry or through references incorporated into the text. If the entry gives a specific date of construction, the source of this

information should be referenced. This source might be an interview with the property owner, a published history book, or might be the result of research in Sanborn Insurance Maps or City Directories, which can be abbreviated, SM, CD. Interviews should be noted as follows: Susanna Lasurveyor, Interview with Harriet Householder Smith (optional but helpful id: b. 1906, daughter of Fred and Mary Householder), Aug. 10, 1992. In any case, the reader of the entry should not be left wondering, "How did the writer know that?"

The amount of research and oral history on properties will vary greatly depending on significance of the property, access to knowledgeable individuals, and quantity of existing historical information, as well as the time available for research. Although it is seldom possible within the limits of a survey project to conduct intensive research on each property, the general goal is to find out who built the property, their role in the local society and economy, and significant later owners and residents--where this information is available through family history, local tradition, and readily accessible documentation. For 19th-century properties where family or local tradition supplies a name to connect with the property, the manuscript U. S. Censuses provide valuable documentation and additional information. The U. S. Census population schedule gives specifics on each household, while the agriculture schedule offers information on each farm and its products. At least a sampling of this information for key farmsteads is valuable. For urban survey work, basic sources are city directories and Sanborn maps, which are generally available from the late 19th century onward in most cities and many towns, with especially strong information available in the early 20th century.

Phrases vs. Complete Sentences: For urban neighborhoods with many, densely concentrated properties, especially if the entries are to be compiled as an inventory list for a National Register nomination, it is acceptable to use phrases as long as they are not simply strings of description words separated by commas and instead express ideas. For this type of entry, at the minimum there needs to be one, good opening statement (in phrase or incomplete sentence form is fine) that conveys a “snap shot” of the resource. This opening statement should include a house such as “house,” “bungalow,” “Cape Code (here understood as a house type/noun rather than an adjective), “Foursquare,” etc. Typically the opening statement would express height, exterior materials(s), style/type, roof/overall form (often closely related)—i.e., the organizing aspects that give a good overall view of the building. Often a porch is a key element of the design and should be included in the opening statement. As necessary, the number of bays and depth should also be given. The opening statement would end with a semi-colon and could be two phrases separated by semi-colons. Descriptive words or phrases that follow should present additional features of the building in a logical order, as described above.

In certain rare instances, the entry or narrative summary for urban properties may be extremely brief, limited to phrases describing key architectural features that are not addressed by the fill-in-the-blank architectural description fields, plus historical information as appropriate. The use of this sort of truncated entry must be approved in advance by HPO staff.

For neighborhoods such as mill villages composed of many examples of a limited number of house types or designs, it is appropriate and efficient to prepare a sheet describing each type and labeling it (e.g., “Type A” or “Type I”). With this sheet inserted as a key in each survey file envelope, the individual building entries may consist of simply a reference to the appropriate type in the key plus a description of any variations from the standard type and any later alterations (e.g., Type A with underpinned brief pier foundation and replacement metal porch posts; or Type C with wood shake exterior).

If a file with a traditional paper survey form already exists for a property, the entry should incorporate the previously recorded data (which may appear only as notes if the file is quite old or may be a proper entry), making corrections and updating the description and history as needed. If the old entry is correct and thorough, it may simply be copied with a note identifying the preparer and date and additional comments on substantive changes noted in the current survey (or the observation that the property remains intact from that earlier survey if your form does not have a "survey update" box with the item "no substantial change" already checked). Alternate acceptable, and often easier, approaches are adapting the existing entry or writing a new one from scratch, including data about the property that may be important but no longer readily apparent (e.g., "aluminum siding now covers original molded weatherboards" [knowledge of the molded weatherboards based on the earlier file]).

Note: If the updated survey form is for a property in a National Register district and the update reveals that the property's status has changed since the district was listed (from contributing to non-contributing or the reverse), a note should be made on the file envelope to alert HPO staff of the change.

Some surveyors prefer to write their entries in a word processing program and then copy and paste the entry text into the respective narrative summary fields of the survey database. If this approach is taken, the separately prepared entries should be submitted on disk (it may be the same disk that contains the final report) to both the HPO and the project sponsor. Having the report and entries on disk, separate from the database, may simplify revisions and facilitate later publication.

File Labels

Each survey file must have a typed label, affixed at the upper left-hand corner of the file. Files for surveyed properties have pink or white labels; files for National Register properties have blue labels. The location always includes the town or nearest community. For rural properties, for which there is both a street/911 address and a location description, the survey file label should include only the street/911 address. For neighborhoods or historic districts an additional line denotes the name of the neighborhood or historic district.

The following are examples of label texts:

A rural property:

Wake County
Apex vic.
2533 Tingen Rd.
A. B. Hunter House

A rural property for which the 911 address cannot be determined:

Wake County
Apex vic.
N side SR 1153, 0.2 mi. W of SR 1117
Hunter-Prince House

An urban property:

Wake County
Holly Springs
202 Church St.
Holly Springs Methodist Church

An urban property with no identified name:

Wake County
Fuquay-Varina
102 N. Main St.
House

Wake County
Raleigh
Hayes Barton [a district or neighborhood]
209 Harvey St.
House

Use one format consistently for the labels for the entire district. If the district is a National Register District, use blue rather than white or pink labels and designate the district as HD. Thus:

Warren County
Warrenton
Warrenton HD
448 S. Main St.
Spruill-King House

Simpson County
Johnsville vic.
Albion Crossroads Plantation HD
5300 Rooster Rd.
Brown Family Farm

If there is insufficient vertical space on the label for lines for both the city and the district or neighborhood name, you may treat it this way:

Wake County
Raleigh: Hayes Barton
209 Harvey St.
Albert Johnson House

Organizing and Labeling Photos

See instructions under "Working with Your Photographs Back in the Office" in Chapter 6, "Photography."

Assembling the Survey File

When data-entry is completed for a record and the survey form and associated photographs have been printed, it is time to assemble the survey file. The record of each property--including the survey form, photographs, entry, and any associated materials such as field notes and historical material--is stored in a **survey file**. Survey files are white 9x12 inch booklet envelopes with the flap on a long side. These envelopes are supplied by the HPO and come in boxes of 250 envelopes each. When the file folders for each quad or other work unit are complete and ready to submit to the HPO, these boxes are a convenient container.

While the HPO now requires a survey form for each individual property regardless of setting, the survey forms, photographs, and related materials for groupings of buildings, particularly in urban areas, should be placed in a single survey file. Reasonable judgment should be used in deciding how many properties to include in a single file. In a neighborhood, the usual pattern is to include all the houses on a given block face, such as the E side of the 400 block of Adams St., and normally units of 100 correspond with intersecting streets. In certain situations, such as when there are only a very few houses in certain blocks, you could include both sides of the block (E and W sides of the 400 block); you could encompass a street of only two blocks into one file; you could take in the whole 400 block of a street even though it is intersected by several side streets, etc. The point is to cover a reasonable quantity of properties in an efficient, logical, and easily discernible manner.

If multiple structures files with a single green, multiple structures form is being updated with individual forms on each property covered by the file, all of the new forms are inserted in the existing file envelope. If the file being updated covers such a large number of properties that the new forms do not easily fit into the old file, it may be necessary to make up a new file in an expanding folder or break the existing file into multiple files (e.g., if the old file covered three blocks, divide it into three files of one per block) with new labels.

For multiple structures files, do not print the photos for each property on a separate sheet. Instead, label the photos so that they print sequentially by street address (see the directions in Chapter 6 for labeling and printing proof sheets) and place the proof sheets all together in the file (do not cut them up into the individual properties).

For each file, the complete survey site number (with county code) is written in pencil at the upper right corner of the file envelope. For files covering block faces or otherwise containing multiple survey forms, the range of survey site numbers is written or, if the survey site numbers are not in a single, unbroken sequence, the ranges or list of individual numbers is indicated. Do not mark out or erase the pre-existing survey site number for the multiple structures form/file.

If the survey project entails updating existing survey files (the originals of which remained at the HPO during the course of the project), the new survey form, proof sheets, and any other associated materials collected during the project are placed in the pre-existing file at the very end of the project, either by the surveyor or HPO staff, and the photocopies of the original file that were used in the field discarded.

8. THE LAST STEPS: REPORT, STUDY LIST, AND FINAL SUBMITTAL OF MATERIALS

Contents of Final Submission

As noted in Chapter 1, the end products of a survey consist of the following components, which permit the findings of the survey to be utilized in comprehensive planning for the protection of the historic resources.

A. Survey Files
B. Survey Maps
C. Survey Database
E. National Register Study List: Evaluation and Recommendations
F. Final Report

Survey Files

All files should be double-checked for completeness before final submission, and they should be **submitted in site-number order**. Arrangements should be made for local copying of files if desired.

Survey files should not be sent through the normal mail. Instead, they should be hand delivered to one of the three offices of the HPO (Raleigh, Greenville, Asheville) or, if this is impossible, sent insured via U.S. Postal Service or by a private package delivery service such as UPS.

Survey Maps

Because the survey maps are the bedrock of the environmental review process, their accuracy and completeness are essential to assure future protection of surveyed properties. All surveyed sites are recorded on the maps with their survey site numbers. If any properties were only map-coded and not entered into the survey database, they are circled and the typology code indicated.

Two sets of maps are turned in at the conclusion of the survey: the "working maps" that were used during the fieldwork, and a clean copy that will become the official final maps. For a rural survey, these will be the USGS maps; for an urban survey, planimetric maps, tax maps, Sanborn Maps, Champion city maps, or some other type of maps as previously agreed upon with HPO staff. USGS maps should be marked with the site number of each recorded property, the property name if there is room, plus map-coded data if map-coding is a component of the project. See examples in the appendix. Urban maps should be marked with site numbers (which may denote a range in crowded survey areas) and other neighborhood and site name notations in a consistent and clear fashion to show the location of surveyed properties.

Maps should be rolled, not folded.

The final set of maps should be marked in black ink and must be very neat and legible to permit accurate long term use of the maps. The maps should also be double-checked before submission to

assure accuracy and consistency. The surveyor should note at the lower right-hand corner of each map his or her name and the name and year of the survey.

The survey maps are used on a regular basis in the early stages of state and federal review processes in planning for many kinds of projects, such as highways, airports, lakes, and various new facilities. An accurate map location is the essential "red flag" that assures consideration and possible protection for the property.

Usually a second set of final maps, either duplicated by hand or photocopied, is provided to the local project sponsor. **Since the adoption of the survey database with a field for locational data for GIS purposes, a final set of paper maps may not be necessary or they may be produced digitally, depending upon the capabilities of the local GIS.**

Preparation of National Register Study List

Near the conclusion of the survey the surveyor compiles a "Study List" of all surveyed resources that appear to be eligible for the National Register; these include both individual properties and districts. Inclusion in the Study List has no legal effect on a property, but does ensure that the property is considered in comprehensive planning for preservation, including environmental review for federal undertakings. It is also useful in establishing priorities for later nomination activity in the survey area.

The surveyor works in consultation with HPO staff to evaluate properties and prepare a Study List presentation on surveyed properties and districts potentially eligible for the National Register of Historic Places. (*The surveyor does not prepare a formal Study List application for each recommended property*.) The written Study List presentation is accompanied by a list of properties and their owners and the text of the oral presentations to be made by the surveyor for staff review and the National Register Advisory Committee. After the NRAC presentation, the surveyor submits digital and hard copies of the presentation text and the images (usually in PowerPoint) on a disk to the HPO.

Preliminary Evaluation

Preliminary evaluation of properties' potential National Register eligibility is done informally throughout the course of the project by the surveyor as he or she records properties and HPO staff as they review and comment on survey files as they are submitted. A fuller evaluation near the end of the project involves consultation with examination of photographs by a team consisting of the surveyor, the HPO survey coordinator and field office staff overseeing the project as applicable, and the HPO National Register coordinator. This fuller evaluation usually includes field inspection of proposed districts as well as individual properties whose potential National Register eligibility is questioned by any members of the team during the review of photographs. It is generally recommended that at this stage the surveyor draft the "Property Types" portion of the Multiple Property Documentation Form (final report) as the identification and discussion of "Property Types" helps provide an orderly basis for evaluation.

Timing

Evaluation for the Study List should be scheduled toward the end of the survey project and approximately one month in advance of a National Register Advisory Committee meeting (normally set for the second Thursdays in February, June, and October).

HPO Staff and Consultation
The surveyor first presents to a small staff committee initial findings on all properties possibly eligible for National Register listing, through an informal presentation of projected images in the HPO office. These are normally organized by general property type and chronologically within each grouping. HPO staff will provide guidance on general property types to employ. Following this presentation, a field visit is scheduled as necessary to evaluate properties in their local context. During the evaluation process, the surveyor should also consult with the local coordinator and local survey advisory committee to obtain their guidance and suggestions on potentially eligible properties and districts. HPO staff usually reviews a draft of the written presentation to advise the preparer on length and content.

Study List Presentation
Once preliminary evaluation is completed, the surveyor presents recommendations for the Study List to the North Carolina National Register Advisory Committee (NRAC) for approval at one of the meetings of the committee. Normally the surveyor presents the Study List recommendations to a HPO staff review meeting scheduled one week before the NRAC meeting, then more formally to the NRAC.

The surveyor begins the presentation with a brief overview of the survey area. For each property or district, the surveyor gives a concise statement of its significance, drawing upon the entry prepared for the property. Normally the presentation is organized in a thematic (property type) and chronological order to facilitate understanding of the properties' relationship to the totality of the survey area. In the preliminary presentation to HPO staff, the surveyor shows several representative color slides of each individual property and a representative sampling of each district to permit thorough consideration. A more concise selection of slides is used in the surveyor's formal presentation to the NRAC. For districts, the presentation includes an image of a map with approximate boundaries indicated. Images of overall county maps also are desirable for the presentation.

Study List Data
In advance of the presentation, the surveyor provides the National Register coordinator with a list of all proposed properties for the NRAC agenda, organized to parallel the oral presentation--generally by property type and within property type in generally chronological fashion. The list includes general locations. Examples may be obtained upon request.

The surveyor also provides the National Register coordinator with a duplicate list of Study List properties expanded to include names and addresses of owners of all individually listed properties; for districts, only the name and address of the responsible local official is needed. This information is needed for standard notification letters that are sent by the HPO to all property owners informing them that their historic properties have been added to the Study List for the National Register. For districts, individual property owners are not notified, but a letter is sent to the local elected official of the municipality or county.

Note: The HPO must receive a file on each individual property proposed for the Study List. If an individual property has been recorded as part of a multiple structures file, the survey form for the property must be copied and inserted in its own labeled file envelope, with a note on the outside of the envelope cross-referencing the multiple structures file (where the photos remain). For districts proposed for the Study List, the surveyor provides a map showing the proposed boundaries, which

may be approximate at this point, and HPO staff will make up the district file with an assigned survey site number.

Local Public Information on the Study List
The survey project is cited in the HPO's standard Study List notification letter. If the surveyor or local project coordinator wants any special amendments to the standard notification letter, he or she should advise the National Register Coordinator in advance.

To ensure thorough and accurate local understanding of the National Register program and Study List, the surveyor and/or local coordinator should do suitable preliminary groundwork to explain the National Register and Study List to local officials and property owners well in advance of receipt of Study List notification letters. Assistance may be obtained from the National Register Coordinator if desired.

Final Report

The final report summarizes the methodology and findings of the survey project. In the case of a comprehensive county or urban survey, this usually takes the form of a "Multiple Property Documentation Form," with specific features as noted below. For other types of surveys, the format of the final report may be developed by the surveyor and the HPO. The final report contains a bibliography of sources used and has standard documentation through end notes or footnotes. For conventions of grammar, citations, bibliography, punctuation, etc., all materials should follow current editions of the *Chicago Manual of Style* and the Office of Archives and History's "Guide for Authors and Editors." The latter is posted on-line at http://www.ncpublications.com/Guide/guide.htm.

The Multiple Property Documentation Form is a concise, comprehensive analysis of the history and architectural history of the survey area. It permits the surveyor to present in lasting, comprehensible, and useful fashion the findings of the survey, the patterns discerned in local history and architectural development, and the significance of the heritage of the area studied to the locality, the state, and the nation. The Multiple Property Documentation Form (MPDF) facilitates nominations of eligible properties to the National Register of Historic Places. For surveys in North Carolina, the MPDF is also organized and written in a manner suitable to conversion to a survey publication.

Format
The MPDF organizes information in two main categories--historic contexts and property types. See the appendix for a sample outline.

Before embarking on a MPDF, obtain from HPO staff sample copies of recent and applicable reports as guidance, and discuss how best to approach the organization of your particular survey findings.

The MPDF format is explained in detail in the National Park Service Bulletin, "How to Complete National Register Multiple Property Documentation Forms." However, experience in North Carolina has developed a simplified approach, and only in some cases is it necessary to employ these instructions directly. The surveyor should consult with HPO staff about how to organize the report in light of recent and current examples.

The basic format of the MPDF is as follows:

Name of Report
Geographic Limits
Historic Contexts
Property Types
--Description
--Significance
--Registration Requirements
Methodology of the Survey
Bibliography

Approach
In order to permit the final report to serve as the basis for a future survey publication, an approach has been developed that includes the certain adjustments to the standard MPDF.

The surveyor should write the report in straightforward, concrete, vivid, active language. Eschew bureaucratic obfuscation. The purpose is to communicate the story and the importance of the history and architecture of the survey area in a lively, expressive, and non-bureaucratic way in order to attract and increase local interest. The surveyor is also advised to consult the classic work, Strunk and White's *The Elements of Style*, for grace and clarity in writing. The surveyor should approach the story in a holistic, organic fashion that weaves the architecture and history together as seamlessly as possible. HPO staff will review the report in depth both for writing and content to assure that it is as readable, accurate, and complete as possible.

The purpose of the report is to provide an understanding of the architectural character and development of the surveyed area, whether it is a town, a neighborhood, or a county. The historical overview is meant to serve as a background and context for this purpose, and its length, level of detail, and the depth of research should be planned accordingly. It is not meant as a full-scale historical study of the area.

The surveyor should provide in the initial submission of the final report as thorough and well-written and engaging a draft as possible: this should not be a "first draft," but at least a second draft, with grammar, spelling, and organization in good shape. (Using the "spell-check" feature of your computer is handy here.) It is expected that review will require revisions for the final version: this is normal and necessary in any serious writing project. The surveyor should allow time and energy for careful revisions in writing and content, to assure the best possible product. The first submission of the report must be double-spaced.

The final report contains a bibliography of sources used; employs standard documentation through end notes or footnotes; and follows conventions in Archives and History's “Guide for Authors” and the *Chicago Manual of Style*.

Organization of Historic Contexts
The meat of the report is presented in the "Historic Contexts," which are defined as units that can serve as "Chapters" in a survey publication. For comprehensive surveys in North Carolina the usual method of organizing "Historic Contexts" is by periods. Normally these are fairly long chronological units selected to reflect the principal development patterns of the survey area and to focus on the

surviving architecture (e.g., "From Early Settlement to the Turnpike, 1740-1840"; "Agricultural and Industrial Expansion, 1840-1890"; "Urban and Resort Development, 1890-1950"). The particulars will depend on the county or city studied. Within each chronological chapter or context, such major themes as settlement, agriculture, industrialization, architecture, etc., are discussed, with subheads for each main theme.

This differs from some MPDF "historic contexts" wherein certain themes--settlement, agriculture, industrialization, architecture--are the principal organizing element and carry through the entire history of the area (e.g., "Agriculture in Smith County, 1720-1946," "Resorts and Recreation in Foster County, 1830-1950," etc.)

In conducting research for the report, the surveyor will begin with the bibliography and specific research guidance provided by Archives and History research staff. Documentary resources, like the specific history itself, vary from place to place. Primary sources such as manuscript censuses, city directories, old newspapers, and other documents are valuable as well as secondary sources such as local, church, and family histories. Research strategies should be discussed with HPO staff. Examples of comparable project reports may be obtained from HPO staff.

The historical overview should give a clear, moderately detailed sense of the historic context of the town or county, and should weave in broader national and state developments as relevant to establish a larger framework, as well as tying in specific properties and individuals that can link the historical patterns and the architectural trends and surveyed properties. Avoid getting bogged down in detailed recitations of facts about local events, people, businesses, schools, etc. Be sure to maintain a sense of overall direction and purpose, using strong topic sentences to show the direction of the narrative and analysis, and restricting the presentation of facts to those that are relevant to the larger story.

The historical overview is not meant to be the definitive county or town history. It is meant to be a readable summary of important historical developments and trends, organized and focused to relate to and provide a basis for understanding the architectural development. Emphasis will be on social, economic, cultural, and agricultural history as well as key political developments.

Architectural Analysis

The architectural character and development of the survey area represent the principal focus of the survey. An understanding of these should lead the discussion and analysis.

Architecture may be treated as one substantial section within a chronological context or chapter. Or, the historical overview may come first and cover the entire chronology, and then the entire architectural overview follows, treated as a separate "context." The first method is usually the simplest and most effective. The surveyor should review other relevant survey publications to gain a sense of different approaches and to discern what will work best for the area under study. The approach should be determined by the surveyor in consultation with HPO staff.

However organized, the architectural analysis should be roughly the same length as or slightly longer than the general historical discussion. It should address all significant types, forms, and styles of architecture found in the survey area. The discussion analyzes the principal architectural trends and patterns found for each major period in the survey area, and links these developments with broader historical patterns in the economy and society. The discussion also ties the architectural

development of the area to a larger state or national framework. The analysis should be supported specific examples, but it should not get bogged down in presentation of one building description after another. Individual property entries in the catalog provide space for that. General discussion and examples should encompass both the newly surveyed properties and any previously surveyed and National Register properties in the survey area. Additional readings on regional, state, and national trends should be consulted to develop a larger context for understanding the forms, styles, and types found in the survey area. No town or county, however remote, is an island, and in each community the architectural trends were part of a bigger picture.

Development of "Property Types"

The "Property Types" portion of the MPDF is generally used only for the MPDF nomination, not as part of the survey publication. Therefore it can be quite succinct and even dry if necessary, especially in the sections on Significance and Registration Requirements. It is perfectly acceptable to repeat elements of the overall architectural discussion in the Property Type description and significance sections.

The surveyor needs to draft the "Property Types" section in the early stages of evaluating properties surveyed for the National Register of Historic Places. This forms a rational basis for evaluation and organization of the Study List. In effect, development of "Property Types" simply articulates the process of evaluation that occurs toward the end of any survey. What kinds of properties are represented in this county, how can they be ~categorized most sensibly, and within those categories, what qualities do they need to be significant enough for possible National Register listing? The first draft of the "Property Types" section comes at the outset of the evaluation process; it is revised as the process proceeds with the help of HPO staff as needed. Before beginning this process, request from HPO staff recent, applicable examples for comparison.

Description: Determine and describe briefly the main kinds of resources surveyed (i.e., "Property Types"). Provide a count or estimate of the number of each major property or building type surveyed and map-coded, to give a sense of the "population" of that type.

Significance: Assess the importance of each of these kinds of properties in the survey area. Why are they important?

Registration requirements: Determine what qualities (architectural and/or historical) an example of that property needs in order to be considered eligible, relative to the existing body of examples in that property type. This particularly concerns but is not restricted to such issues as intactness (integrity) and rarity. Other considerations include historical and cultural associations. This section helps in evaluating other examples of the property type in future.

Methodology

Briefly state the accomplishments of the project, including the total number of properties surveyed and map-coded. Explain the origins of the project and acknowledge the funding and the people involved (including the surveyor and his or her qualifications). Explain in a manner that will be clear to future users of the survey what research design and methodology was followed, and explain in some detail the basis for deciding which types of properties were surveyed and which were map-coded, giving general figures for the quantity of key types in both cases. Report any significant problems encountered and special accomplishments. Present an overview of general findings and

recommendations. In a publication this methodology section will be revised and usually will appear first in the book. In the MPDF approach it comes toward the end.

9. PLANNING AND FUNDING SURVEY PUBLICATIONS

Central to the North Carolina architectural survey program is encouragement of publication of architectural surveys. A high proportion of town and county surveys have resulted in publications; these are produced locally with guidance and assistance from the HPO. Surveys are ideally published in an attractive, widely available volume explaining, picturing, and promoting the county and towns' architectural legacy. Publication of architectural surveys effectively promotes local preservation.

To support survey publications, funds have been provided through the HPO on a limited, matching basis to support manuscript preparation, including additional research, selection of properties to include from the survey, editing of the manuscript, preparation of drawings, and compilation of necessary photographs suitable for publication. Normally, the local project sponsors employ the surveyor to expand the material and illustrations for the survey publication, though in some cases another editor may be employed. A pre-publication, manuscript preparation and research project may be treated as Certified Local Government grant.

Because of grant funding limitations and the excellent potential for alternative funding sources, the HPO has not traditionally provided grants for actual cost of publication (layout, printing, and binding). Experience with many survey publications has shown that with the pre-publication work accomplished, the local sponsoring organization can approach local contributors successfully with a work that is ready to go to press. Sufficient funds to underwrite publication costs are normally found by recruiting local sponsors and contributions, combined with pre-publication sales. Experience has also shown that sales of well-produced local survey publications such as this will typically pay back publication costs within a short period of time.

For all publications resulting from surveys funded by the HPO, the manuscript must be reviewed by HPO staff prior to publication, both for content and design.

Survey publication sponsors are also eligible to apply for an interest-free publication loan from the Federation of North Carolina Historical Societies. To obtain information on interest-free publication loans, contact the Federation of North Carolina Historical Societies, c/o Office of Archives and History, 4610 Mail Service Center, Raleigh, NC 27699-4610; 919-807-7284.

APPENDICES

Appendix A: Sample Time-Product-Payment Schedule

Time-Product-Payment Schedule
Mayberry, NC Architectural Survey

Due Date	Product	Payment
1. Sept. 15, 2006	Survey 80 properties	$ 1,500.00
2. Nov. 15, 2006	Survey 75 properties Prepare survey files for first product and submit to HPO	$ 2,000.00
3. Jan. 15, 2007	Survey 75 properties Prepare survey files for product 2 and submit to HPO	$ 2,000.00
4. March 15, 2007	Survey 75 properties Prepare survey files for product 3 and submit to HPO	$ 2,000.00
5. April 30, 2007	Prepare survey files for product 4 and submit to HPO Draft final report and submit for review Prepare Study List presentation	$ 3,000.00
6. June 15, 2007	Receive view of draft report from HPO and Grantee Make Study List presentation at June NRAC meeting	$ 1,000.00
7. July 31, 2007	Completion and submittal of all final products (revised survey files, survey database & photographs on CD, maps)	$ 3,500.00
Total		**$15,000.00**

Appendix B: Sample Survey File

(Form, Photos, and Site Maps)

North Carolina State Historic Preservation Office

Historic Property Survey Summary

County: **Wake**

SSN: **WA04811** NR #:

Quad: Lake Wheeler
PIN: 0699283995
X: **Y:**
TMBL: Zng
DOT Project #:

Update Mo **05** Yr: **2007**
☐ No Alt ☐ Alt ☐ Det ☐ Rehab
☐ **Removed** ☐ Outbldg Loss
☐ No Acc. ☐ Not Fnd ☐ FileMsg
☑ Newly ID'd ☐ Needs Resch.

Property Name: **Dr. L.J. Faulhaber Farm**
Street or 911 Address: **7509 Fayetteville Road**
Location Description: **E side US 401, .6 mi NE of SR 1010**
Town/vicinity: **Garner vicinity**
HD, if any, and status: **()**

☑ Recommended for SL ☑ StudyList SLDate: **10/11/2007** ☐ NR NRDate:
☐ DOE-ER DOEDate:
☐ DOE-Keeper Local Status: Ownership: **Private**

Principal Resource Material Integrity: **High** Condition: **Good** Location Integrity: **Original**

Architectural Data: Primary: Date: **ca. 1935** Major Style Group: **Colonial Revival**
Construction: **Masonry Veneer**
Ext. Material: **Brick** Later Covering: **None**
Height: **2 story** Roof: **Side Gable** Plan: **Not known** Core Form (Domestic):
1st Design Source and attribution: **Unknown**

Architectural Data: Secondary: Date: Style Group:
Construction: Ext. Material
2nd Design Source and attribution

Major Theme: **Architecture** 2nd Theme: **Agriculture**
Group Association: Religious Affiliation
Historic Function: **Domestic - single dwelling**

Written Summary

This intact agricultural complex stands on the east side of US 401 in a still rural area south of Garner. A circa 1935 commodious two-story-on-basement, side-gabled, brick Colonial Revival house with a two-story, brick, rear ell forms the center of the farm. Paired posts support a front-gabled portico that marks the entrance on the north end of the façade. The three-bay façade includes original six-over-six sash and the original single-leaf door with divided lights on its upper third. A small, fixed, six-light window is centered on the second level of the façade. A one-story, flat-roofed room, is situated on the south elevation; it might have originally been a porch. A door on the second floor above the room suggests this one-story wing was topped with a balustrade. Square posts support a hipped-roof, single-bay, one-story portico on the rear ell. A large, brick, slightly off center interior chimney rises from the roof's ridge. A smaller brick chimney protrudes through rear slope of the roof nearer the north elevation.

Five outbuildings are accessible; others are located behind a locked gate northeast of the house and immediate farm yard. A building that likely functioned as a wash house stands closest to the dwelling. The frame circa 1935 gabled-roof, metal-sided building displays exposed rafter tails and features a large, exterior end brick chimney on its east elevation. Windows are six-over-six and a six-panel door is situated on the west end of the north elevation.

The circa 1935, frame, metal-sided garage is north of the wash house. Two wooden garage bay doors mark the façade; a pair of four-over-four sash windows are centered on the upper level above the garage doors.

This building features exposed rafter tails.

The circa 1935 dairy barn stands behind and to the east of the garage. The frame, metal-sided building has exposed rafter tails, small windows on its west elevation, and a metal cupola on is roof ridge.

A small frame, wood-sided milking parlor, likely built in the mid-1930s, stands northwest of the dairy barn. The side-gabled building features exposed rafter tails and small windows on its south elevation.

A large, circa 1935 dairy barn is immediately west of the milking parlor The metal-sided, frame building has a side-gabled roof with exposed rafter tails and small windows on its south elevation. A replacement door with a storm door is on the south elevation as well.

Most of the land in this parcel is pasture. A few trees and a small branch are situated in the eastern half of the farmland.

Dr. L.J. Faulhaber, originally from Chicago, bought 24 1/2 acres of this farm in 1926. In 1931, he purchased the additional fifteen acres that currently compose the property. According to current owner Doris Buffaloe, Dr. Faulhaber built the house and outbuildings in the mid-1930s and operated a dairy farm on the property. Mrs. Buffaloe remembers that Dr. L.J. Faulhaber worked for the state as a veterinarian. He co-authored A Veterinary History of North Carolina, which was published in 1934. He also served as a supervisor in the state's emergency relief administration during the New Deal era. In 1949, current owners Doris and Julian Buffaloe bought the farm. Mr. Buffaloe's first job had been working on Dr. Faulhaber's dairy farm.

Source: Wake County Register of Deeds: deed book 505, page 461 (November 26, 1926); deed book 608, page 453
(February 12, 1931); deed book 1026, page 450 (August 30, 1949); Emergency Relief in North Carolina (http://docsouth.unc.edu/nc/emergencyrelief/emergencyrelief.html), accessed May 10, 2007.

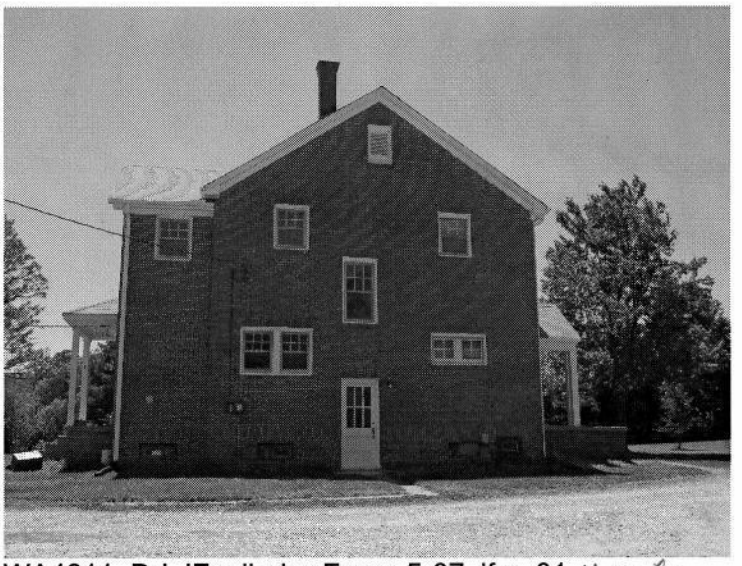
Outbuildings/Features

FeatureType	Material	CircaDate	Condition	Contrib
Dairy barn	Metal	1935	Good	C
Large, metal-sided dairy barn with small windows on south elevation				
Milking parlor	Frame	1935	Good	C
Small, frame building with rafter tails and small windows on south elevation				
Dairy barn	Metal	1935	Good	C
Gabled building topped with a cupola				
Garage	Metal	1935	Good	C
Front-gabled building with two garage doors on façade				
Wash house	Metal	1935	Good	C
Gable-roofed building with chimney on east end				

Actions

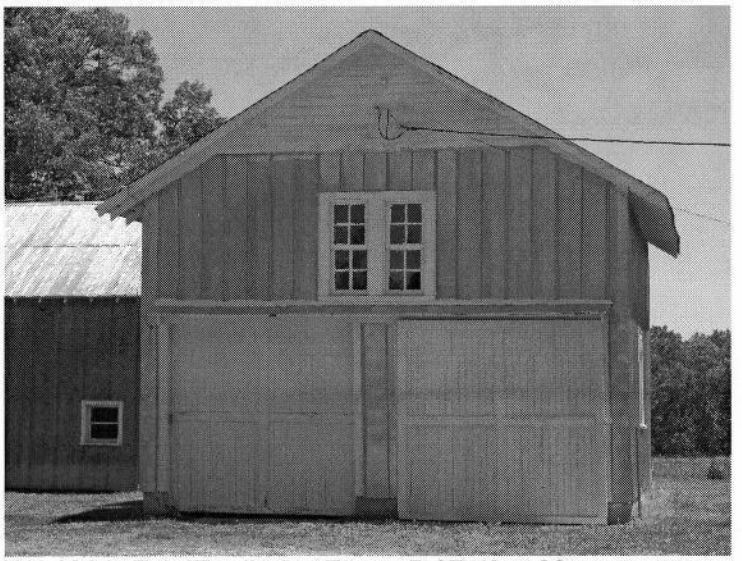
Year	Month	Surveyor	Action/Report
2007	05	Edwards-Pitman (Jennifer Martin)	Wake County Survey Update: Phase II

Wake County Phase II Survey Update
Jennifer Martin
May 2007

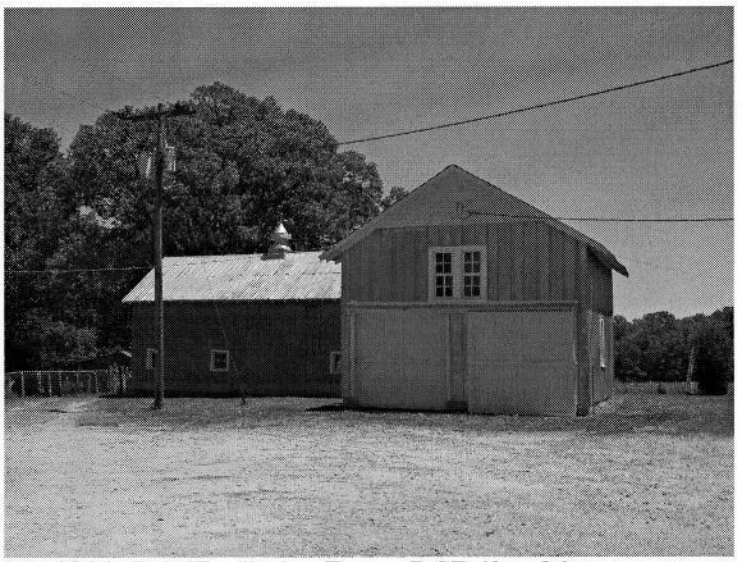


WA4811_DrLJFaulhaberFarm_5-07_jfm_01 N side

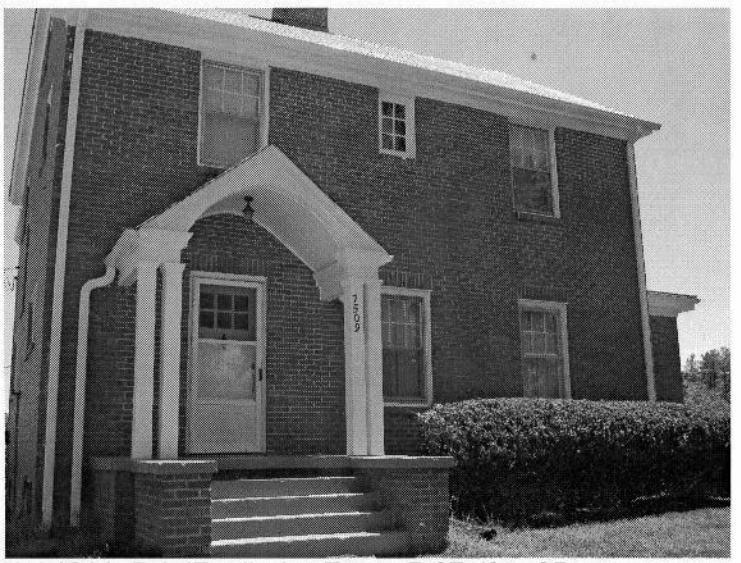
WA4811_DrLJFaulhaberFarm_5-07_jfm_02 washhouse



WA4811_DrLJFaulhaberFarm_5-07_jfm_03 garage



WA4811_DrLJFaulhaberFarm_5-07_jfm_04
garage & dairy barn B

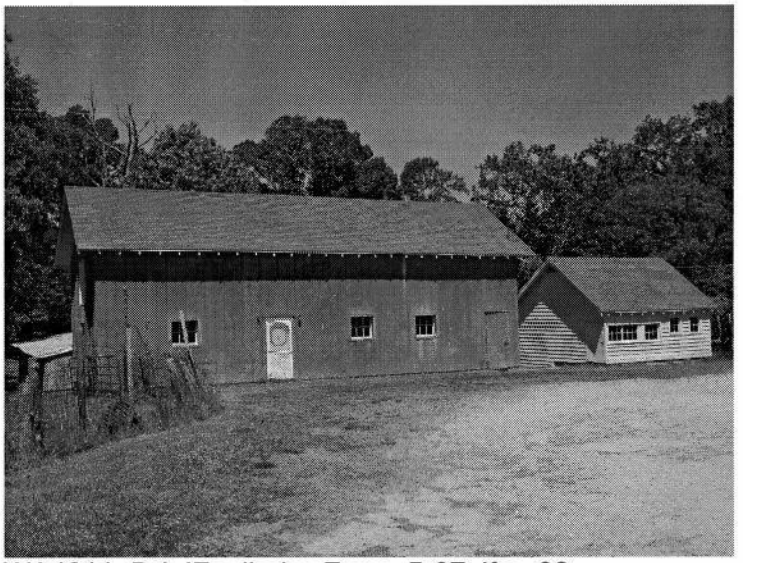


WA4811_DrLJFaulhaberFarm_5-07_jfm_05

WA4811_DrLJFaulhaberFarm_5-07_jfm_06

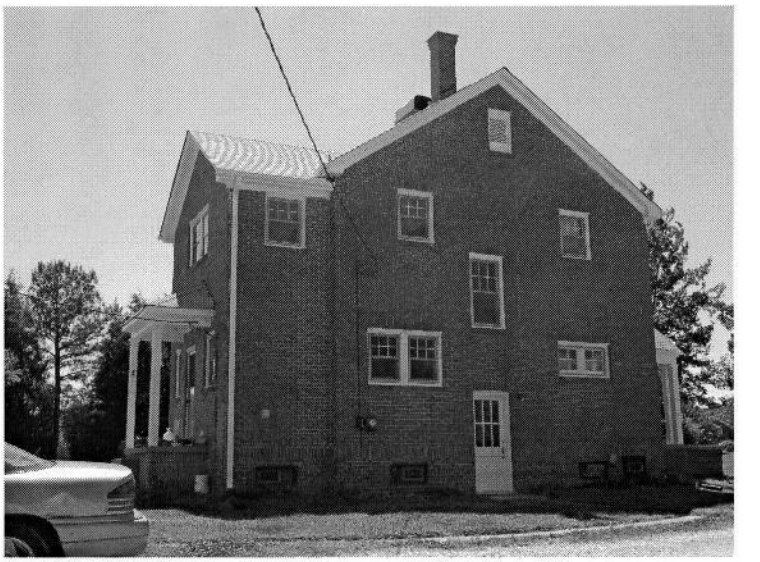
Wake County Phase II Survey Update
Jennifer Martin
May 2007

WA4811_DrLJFaulhaberFarm_5-07_jfm_07



WA4811_DrLJFaulhaberFarm_5-07_jfm_08
dairy barn A & milking parlor

WA4811_DrLJFaulhaberFarm_5-07_jfm_09
dairy barn B



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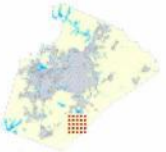


owner
address
parcel num
account num
intersection
buffer
legend
layers

1 in = 483 ft

Real Estate Data and Revenue Department

LAYER CODES:

Fuquay-Varina Zoning
Raleigh Zoning
Wake Forest Zoning
Soils Legend
Floodplain Data

SURVEY

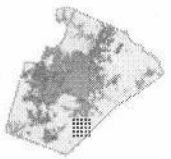
WHAT'S NEW

SELECT A VIEW

Property
Environmental Features
Aerial Photography
County Zoning
Raleigh Zoning

Parcel Number: 0699283995

Copyright 2007. City of Raleigh & Wake County



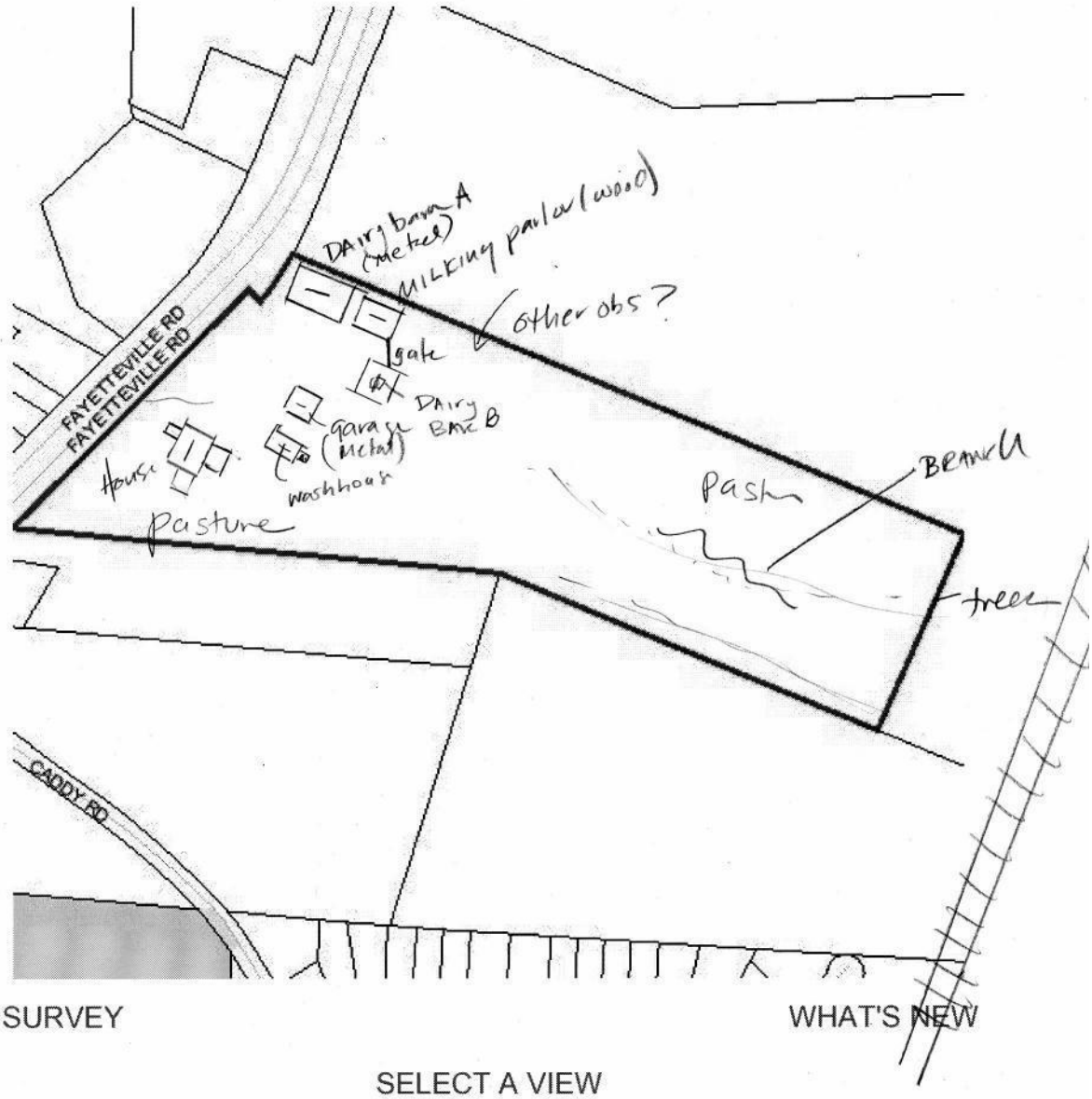
owner
address
parcel num
account num
intersection
buffer
legend
layers

1 in = 483 ft

Real Estate Data and Revenue Department

LAYER CODES:

Fuquay-Varina Zoning
Raleigh Zoning
Wake Forest Zoning
Soils Legend
Floodplain Data



SURVEY

WHAT'S NEW

SELECT A VIEW

- Property
- Environmental Features
- Aerial Photography
- County Zoning
- Raleigh Zoning

S

Southern Ewy was east of farm (Not sure how close)

Parcel Number: 0699283995

Copyright 2007. City of Raleigh & Wake County

North Carolina State Historic Preservation Office

Manual for Data Entry
Historic Properties and Districts Survey Forms

Revised May 2008

For most survey and National Register projects, the HPO will provide you with an Access database file that is customized for your project. For a county or municipal survey update, it will include records of previously recorded and indexed properties and districts within the project area with basic information -- name, survey site number, location, and NR status. Your task typically will be to update records for previously surveyed properties and to add newly surveyed properties to the database. For a new NR district nomination with no previously recorded properties, you will receive a database "shell" that is customized for your study area.

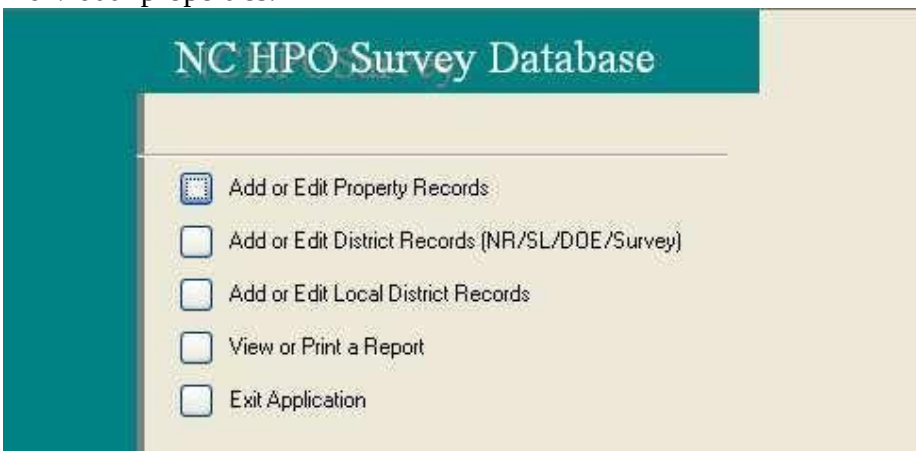
All the components of your database – including all menus, forms, and reports as well as the property and district records you create – are contained in a single file with the extension *.**mdb**. When you complete your project, you will copy your *.**mdb** database file to a CD to submit to the HPO along with your other survey materials. For small projects, it will be possible for you to email the *.mdb file to the HPO. HPO staff will review your data for consistency and accuracy and upload it into the master databases for the county and state.

Starting the Program: If you received the database on a CD, you will need to copy the *.mdb file to the hard drive on your computer. After you copy it, you may need to go to the file's properties to unclick the "read only" box. HPO staff will assist you and in some cases visit to your location to help with installation and set up.

To open the file, navigate to the folder where it is stored and double-click on the file name or file icon. Or you may start the Access program first, select "open," and then navigate to the folder where you stored the file and open it there. If you have Office 2003 or later, you will see a "Security Warning" box. Always select "open" in that box.

Navigating the Menus:

The menu choices should be fairly self-explanatory. Databases are about putting in information and then getting it back out in useful ways. There are separate but related tables for districts and individual properties.



You have several choices of how to organize your property records as you browse and edit them – by name, by number, or by town and vicinity and district and address. You may also search for specific records in any of the modes by using the "binoculars" in the menu to search for specific values within any field.

INDIVIDUAL PROPERTY FORM

About the Save and Navigation Buttons Across the Form Header

When you add a new record or edit data in an existing record, it will be saved to the database if you do any of the following:

Click on "Save This Record" or "Save This Record First!"
Click on "Add New Record"
Click on "Previous Record"
Click on "Next Record"
Click on the little pencil icon in the upper left edge of the data entry screen. (The pencil will turn into a dark triangle).

Any of these operations will save your changes.

However, if you quit the program or click on "Close Form" before you perform any of the above operations, ***your changes or additions will not be saved***. Nor will they be saved if you go to one of the reports or to the district form further down on the data entry screen without having first saved the record, though the new data you entered will still be there when you return to the form.

Clicking on the "Save" icon (the little black floppy disk) in the Windows menu across the top – something we all do with Word and other programs -- will not save the data in Access.

Property Identification and Location

County: To avoid typos, you are limited to the choices in the drop-down menu. If you start typing the county name, it will appear as soon as you have typed enough letters to distinguish it from the others. For most projects, the form will be customized and you will be limited to the single county in which the project is taking place.

Survey Site Number: This is a required field. You will normally receive the beginning number or a block of numbers for your project from the HPO. You may use your own temporary numbering system until the numbers are assigned, but ***each site number must be unique***. If you attempt to repeat a number, you will get an error message.

When actual numbers are assigned, each must be composed of the two-character county abbreviation followed by five numbers. Zeros are used to "fill out" the number to four spaces. This ensures that the survey can be ordered accurately by site number, and that the last number assigned can be easily identified. Counties that have over 9,999 records will add a fifth digit to the number.

Davidson County # 1 is thus **DV0001**
#324 is **DV0324**
#1765 is **DV1765**

Quad Name: This is the USGS quadrangle map on which the property appears. The drop down will be limited to the quad or quads within the project area.

Link Path: Ignore this for most projects. Ultimately this will be a link to a photograph, scanned document, or HTML (web) document on the NCHPO server or on the web. Some surveyors may wish to create their own links to digital photos on their own computers.

Property Name: To provide maximum accuracy in alphabetizing and the greatest flexibility, we use a three field naming convention. The only essential field is the middle one, the name by which the property should be alphabetized. Examples:

First Name	*Name by Which Alphabetized*	*Property Type*
John and Sarah	Williams	Farm
(former)	Lewisville	Town Hall
	White-Coleman	House
	Hoke County	Courthouse
	Greenfield	Plantation
	Elmwood	
	Hotel Cherry	
	House	
	Store	
	Commercial	Building

In the last five examples:

-You don't enter "Hotel Cherry" in the second field and repeat "Hotel" in the third field. Searches on names will look for matching strings in all three fields.
-For a plantation or estate known only by a single name such as "Elmwood," that is the only name that is entered
-For an unidentified property, place the generic name (House, Store, Commercial Building, etc.) in the name-by-which-alphabetized field. Do not repeat the generic name in the third field, and do not name a property by its street address.

Other Name: If the property is commonly known by another or more recent name, enter the full name here.

Street Address or 911 Address: This includes rural addresses used in the 911 property ID system.

House #: This is usually a single number. Some properties may occupy a range of street numbers, such as 126-130 E. Main Street. In some situations you may not be able to determine the exact numbers of properties along a street, at least not initially. You may enter **200 block** Elm Street in those situations.

Street Prefix: Noting E., W., etc. as a separate field enables listing of a single street together. Thus it would be

Adams Street, **F**inley Street, E. **M**ain Street, W. **M**ain Street, **O**gburn Street, N. **P**oplar Street, S. **P**oplar Street, **W**ilson Street

Instead of **A**dams Street, **E**. Main Street, **F**inley Street, **N**. Poplar Street, **O**gburn Street, **S**. Poplar Street, **W**. Main Street, **W**ilson Street.

If the prefix you need isn't in the drop-down, (NW., etc), you may type it in.

Street/Road: The street or road name.

Road Type: Many local property tax databases and GIS systems treat this as a separate field, rather than including it with the street or road name. Choose from the drop-down or type in the first letter – "A" becomes "Avenue," etc.

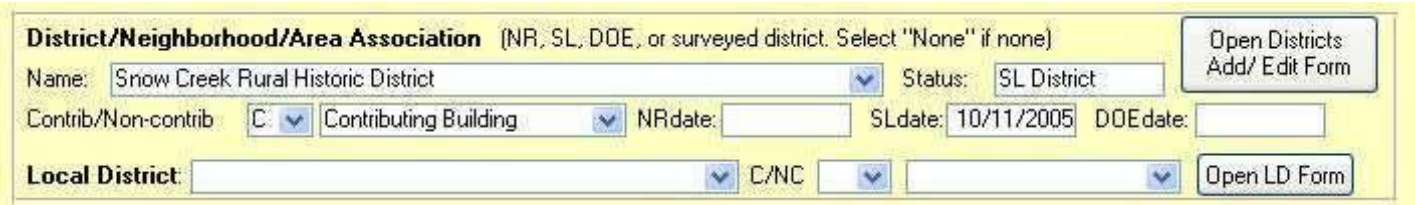
Side of Street: This is optional. If you indicate the side of street, your reports organized by street address will separate out entries by side of the street. Thus all the even-numbered properties on the north side of E. Main Street will be together, followed by the odd-numbered properties on the south side. *The only rule is that if you indicate the side of street for some properties, you must indicate it for all of them on that street.*

Location Description: Our old dBase indexes use these two location fields to record the location of a property regardless of whether it is a street address in a town or a location description in a rural area, like "E. side SR 1204, 0.7 mi. N. of NC 87." These are in fact two very different types of information and need to be treated with separate fields. With the advent of

the 911 address system keyed to GIS maps for rural properties, in some cases the 911 address will suffice to provide the location information. We have location descriptions for thousands of rural properties in our existing indexes and will retain that information in the new system. Including the location description for newly recorded rural properties may not be warranted when 911 addresses can be obtained. HPO staff will help you determine whether you will need to provide location descriptions for a specific project.

Property Report Button: This opens a printable report with all of the data you have entered on the form, including the outbuildings/features and actions lists discussed below. *Save your record before opening a report.* You will need to enter the SSN for the property to open the report. *See section on Reports below for instructions for printing out many property reports with one command.*

District/Neighborhood/Area Association



Use this group of fields to identify the district, neighborhood, complex, campus, or area with which the property or building is associated, if any. It does not have to be a potential National Register district. It can be any "umbrella" area – urban, rural, industrial, or institutional -- with which a group of properties or buildings may be associated. This field is for any type of district -- National Register, Study List, Determined Eligible (DOE), or surveyed-only. However, a separate field is provided for locally designated districts, described below.

Your choices are limited to those districts/areas shown in the drop-down list in the district name field. You may create a new associated district by going to the Add/Edit Districts form. (Guidance on using that form is below). Your new district/area will be added to the drop-down list. The status of the district (NR, SL, DOE, surveyed only) and the status dates appears automatically from the district record. If a district name is changed or its status changes (such as from SL district to NR district) in the district record, its new name and status will automatically "cascade" into all individual property records

This is a required field, and if there is no associated district or area, select "None," which is the automatic default when you create a new record.

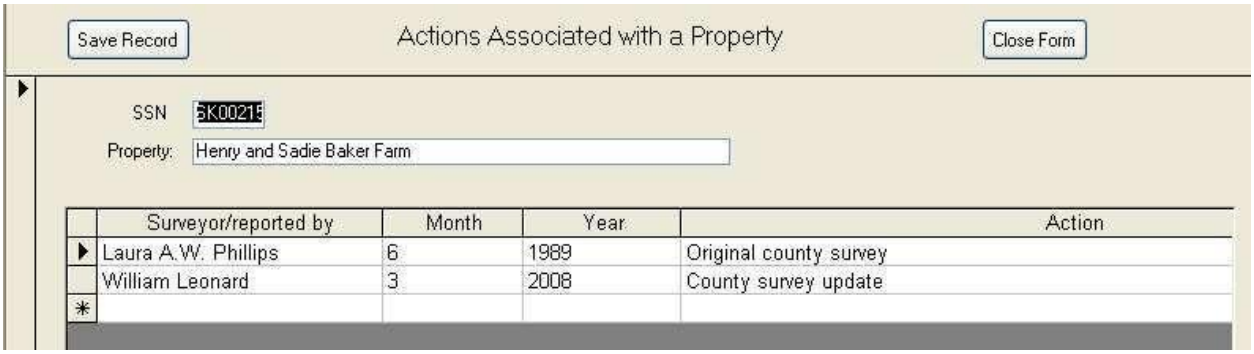
If the districts is NR, SL, or DOE, select **C** or **N** for contributing or non-contributing. Also select the full description of the contributing status in the next drop-down field box.

A field is also provided for a local district, if any, created by local ordinance. Local districts may or may not have the same boundary or even the same name as a related National Register district. This field is also controlled by a separate table for local districts, accessed by the "Open LD Form" button on the right.

Evaluation/Status

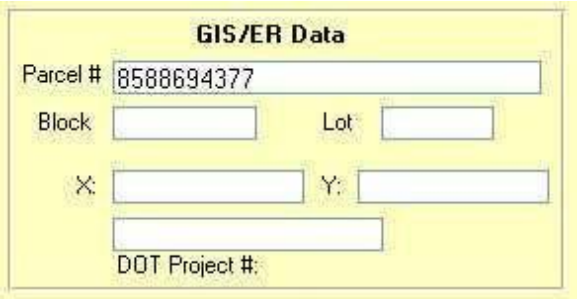
With the exception of the "surveyed" check box and the Actions table, this area applies only to individual property evaluations. Most of this information will be entered by HPO staff before or after you work with the database. *Do not enter dates or status for properties within historic districts unless the property has been individually placed on the Study List, determined eligible, or listed.* Select "recommended for SL" for those properties you identify in a survey project that you wish to have considered for the Study List.

Actions List and Form: ***Save your property record before you click on either of these buttons***. These buttons take you to a separate but related table to record your name, the month and year you examined the property, and the nature of your project. In the list version, you can type in your name and the other information. The form version provides drop-down lists to speed data entry. For most projects, the drop down fields in the form version will be customized to include your name, the year, and the project. There is no limit to the number "actions" that may be entered by others over time – notes about restoration, demolition, resurveys, etc.



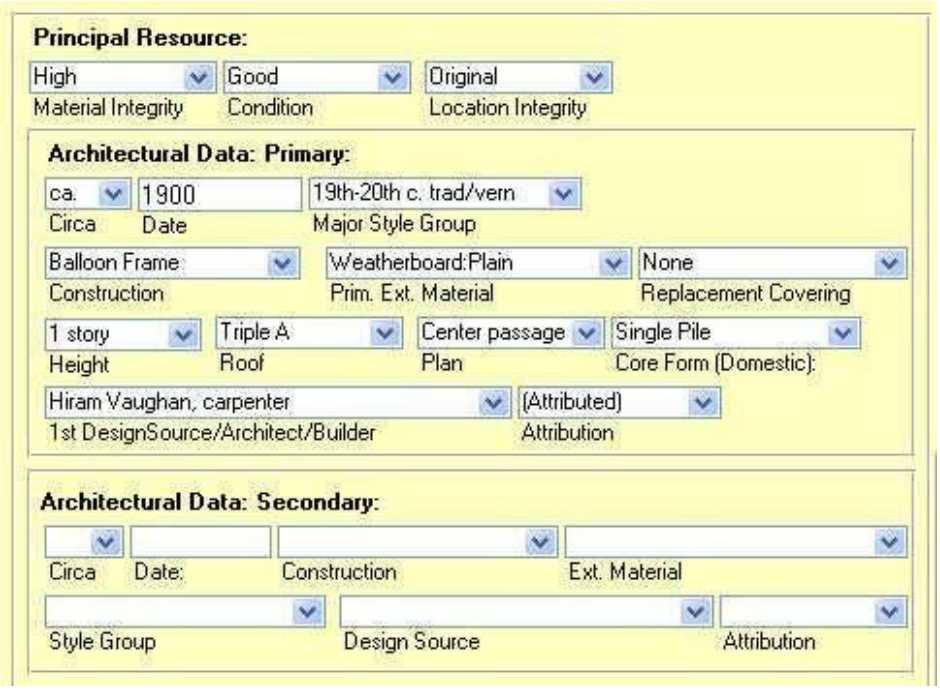
The form version requires that you enter the Survey Site Number for the property, which may be selected from the drop-down list. Or, you can capture the number on the main form and past it into the SSN field on the actions form.

GIS/ER/TA Data



This area will be customized for specific projects. Different localities may require different locational data for GIS purposes, for which you will receive specific instructions. ***Unless such advance instructions are part of your contract or work agreement, normally you would skip this section.*** ER and Tax Act project numbers will generally be entered by HPO staff.

Principal Resource:

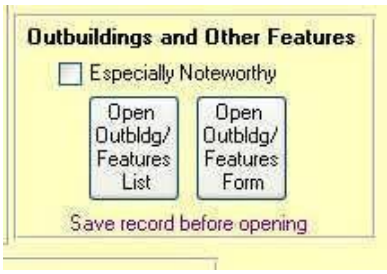


These fields are fairly self-explanatory. You are not limited to the selections in the drop-down lists. Type in your response if it isn't on the list. ***As a general rule, if there isn't a clear choice for a field, just ignore it.***

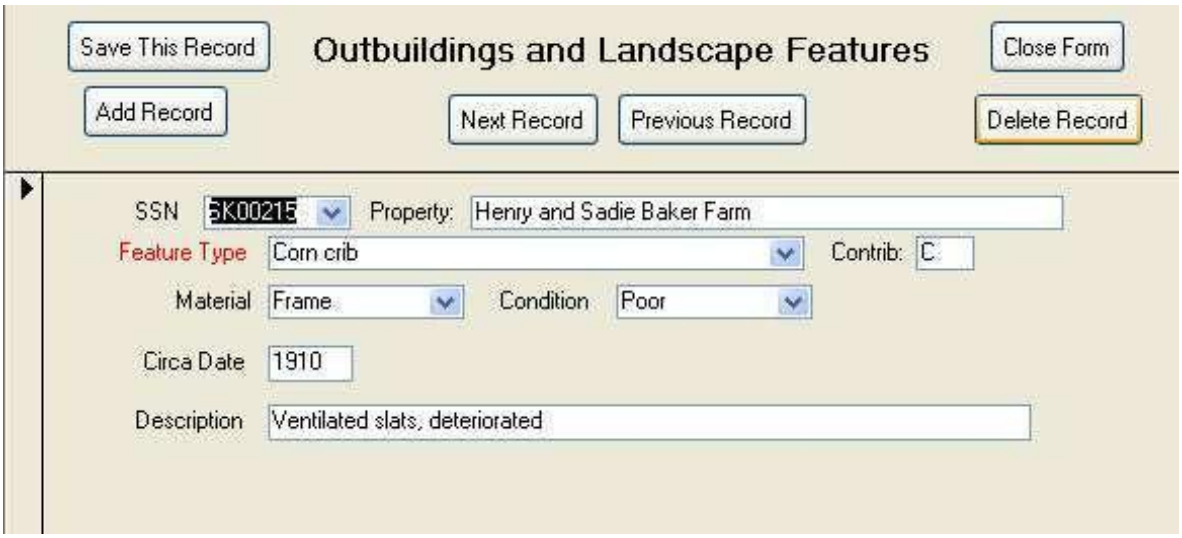
Dates: Select "ca." unless the date is clearly documented. Always use a number or range of numbers in the date field. Instead of saying "late 19th c.," enter "1885-1900." This will enable you to create chronological lists of properties. The following shows various ways to enter the date, and the order in which they would appear in a chronological report:

ca. 1880
1900-1910
1908
1920s
ca. 1925; 1965

Outbuildings and Features:



As with the "Actions" buttons, these buttons connect you to a separate but related table that enables you to enter an unlimited number of outbuildings and landscape features associated with the property. With the List version, just type in the information. The Form version provides drop-down selections, but requires you to enter the property Survey Site Number.



<u>Survey Update</u>:

If your project is an update of a previous survey, enter the month and year and check the appropriate boxes indicating change in status from the original survey, if any. Check all that apply. "Removed from Site" may mean, demolished, burned, moved elsewhere.

Historical Associations:

These are also fairly self-explanatory. You are not limited to choices in the drop-down lists. *As with the architectural data, if there isn't an obvious choice, just ignore it.*

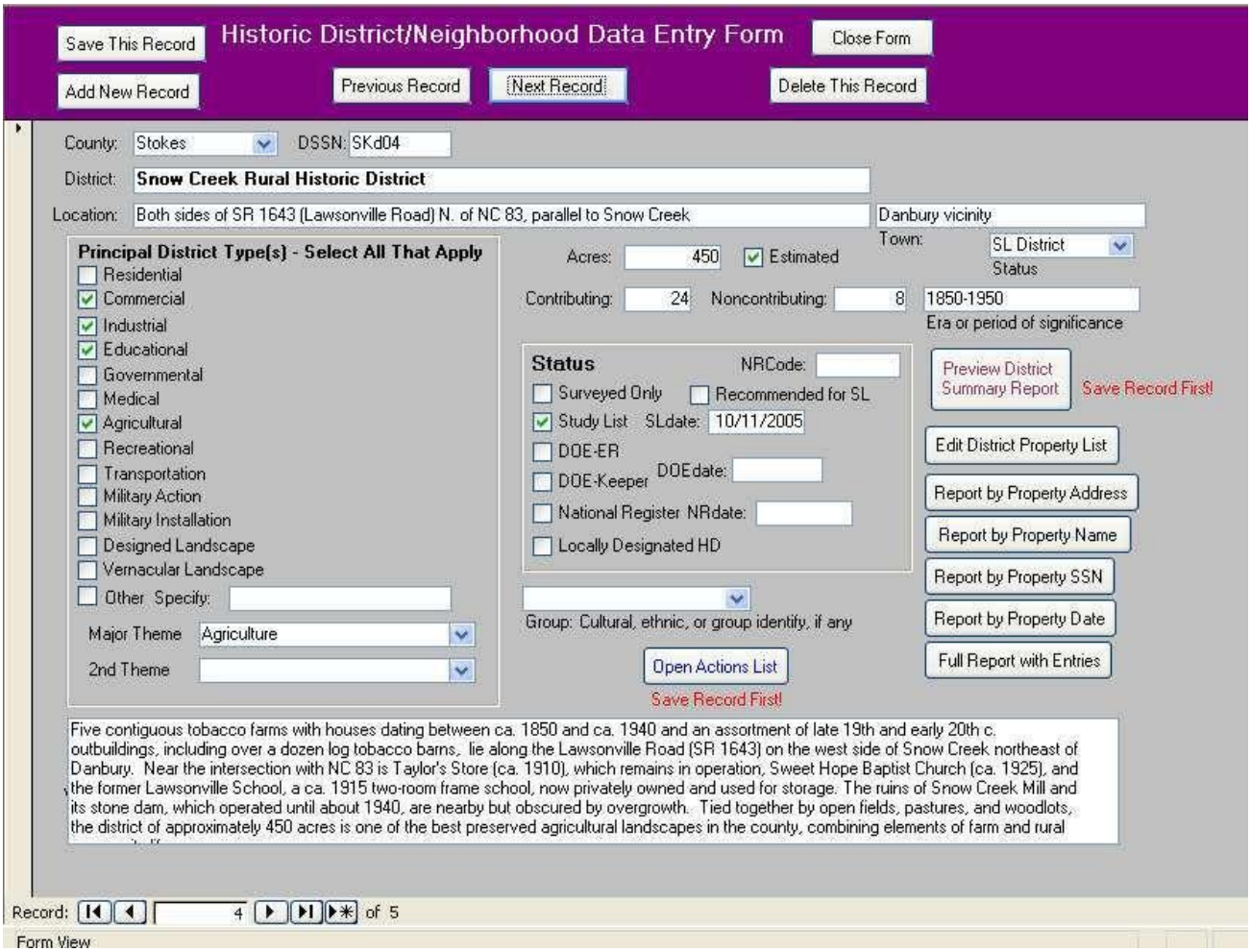
"Group Association" is a vague category but is primarily a way to identify minority associations. "Religious Affiliation" applies mostly to churches, but might also apply to homes of religious leaders, church-sponsored colleges, etc.

Narrative Summary: Your summary written statement. This may or may not be the full property entry you prepare for your survey work product or your historic district nomination. This will probably depend on the nature of your project.

DISTRICT/NEIGHBORHOOD/AREA DATA ENTRY FORMS

There are two separate district tables. The most commonly used one is for those districts, areas, and neighborhoods that are identified in survey projects that may or may not be listed in or eligible for the National Register. The second is for districts designated by local ordinance in those counties and municipalities where historic preservation commissions have been established. Local districts frequently have different boundaries and even different names than National Register districts that may include all or part of the local district area, and it is necessary to be able to show whether a property is in a National Register district, a local district, or both at the same time.

Surveyed Districts/Areas/Neighborhoods (that may or may not have NR, SL, or DOE designations, and that may or may not be potentially eligible for the National Register).



This form is used to create and edit a record of a district (whether potentially eligible for the NR or otherwise), a district expansion, a neighborhood, a subdivision, a campus, an industrial complex, a rural crossroads community, or any other area that incorporates multiple properties or buildings and that has an identity and a commonly accepted name. You must create a record with this form first before it will appear in the drop-down beside the associated district field in

the property form. When the district data is edited – such as when the district name is changed when it is nominated to the National Register and its status changes from Study List district to National Register district, that information automatically flows to the records of all properties associated with that district.

The form is used in place of the old green "clump" form. It covers all of the same types of places but is not used as a "blockface" form to cover single blocks within districts. Since a separate form is filled out for every property within a district, blockface forms are no longer necessary.

Most of the fields should be self-explanatory.

District Reports:

"Preview District Summary Report" is similar to the individual property report. It creates a printable report about the district/neighborhood/area for the file. If the written description is long, the report will expand to two or more pages.

The *Edit District Property List* button takes you to a shorthand list of all properties within the district with a few selected fields. The list is organized by address. Here you may edit addresses for total consistency. Saying "Main Street" for some properties and "Main St." for others will change their order in reports organized by address.

The other buttons take you to a variety of sample reports that organize properties within a specified district by address, name, SSN, or chronology.

"Full Report with Entries" includes the written entries for individual properties and is organized by street address in the format typically used for National Register district nominations.

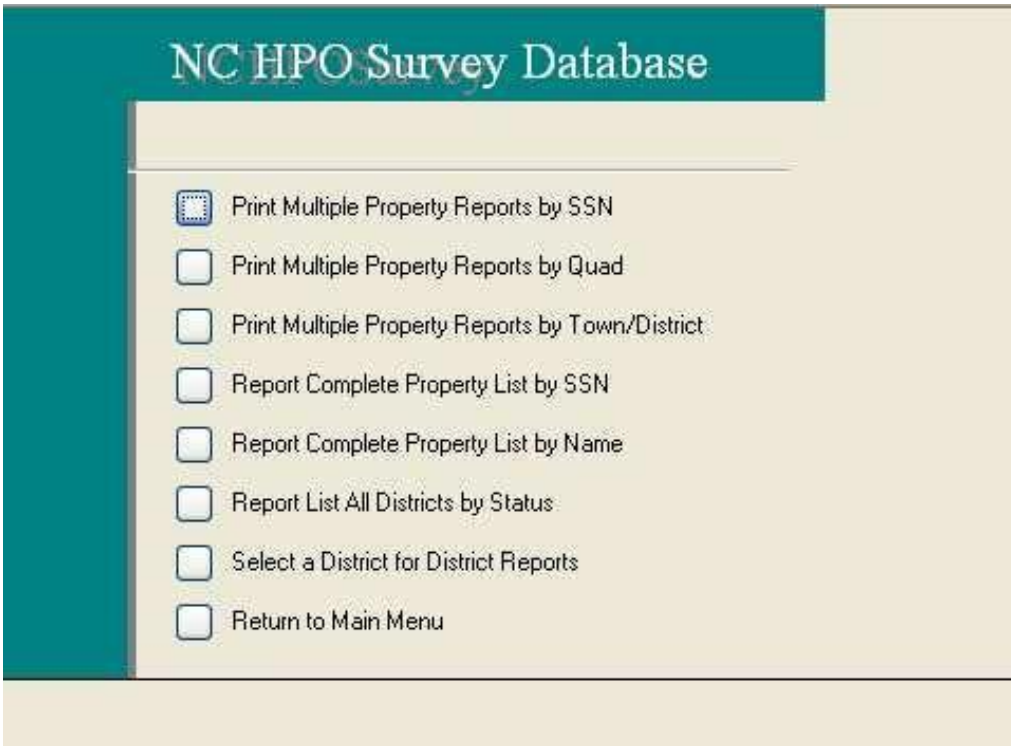
Actions: This is similar to the actions table for individual properties. Enter your name, the month and year, and the nature of your project. Typical projects are "Original county (or municipal) survey," "Survey for NRHD nomination," etc.

Local Historic Districts

There is a separate table for locally designated historic districts. Such districts may or may not include properties within National Register districts and have different names and different boundaries. The data entry screen is similar to but simpler than the screen for NR/SL/DOE/surveyed districts. There is also a similar report menu.

Customized databases for projects in counties and municipalities where no historic preservation commission exists may exclude this table from the menus.

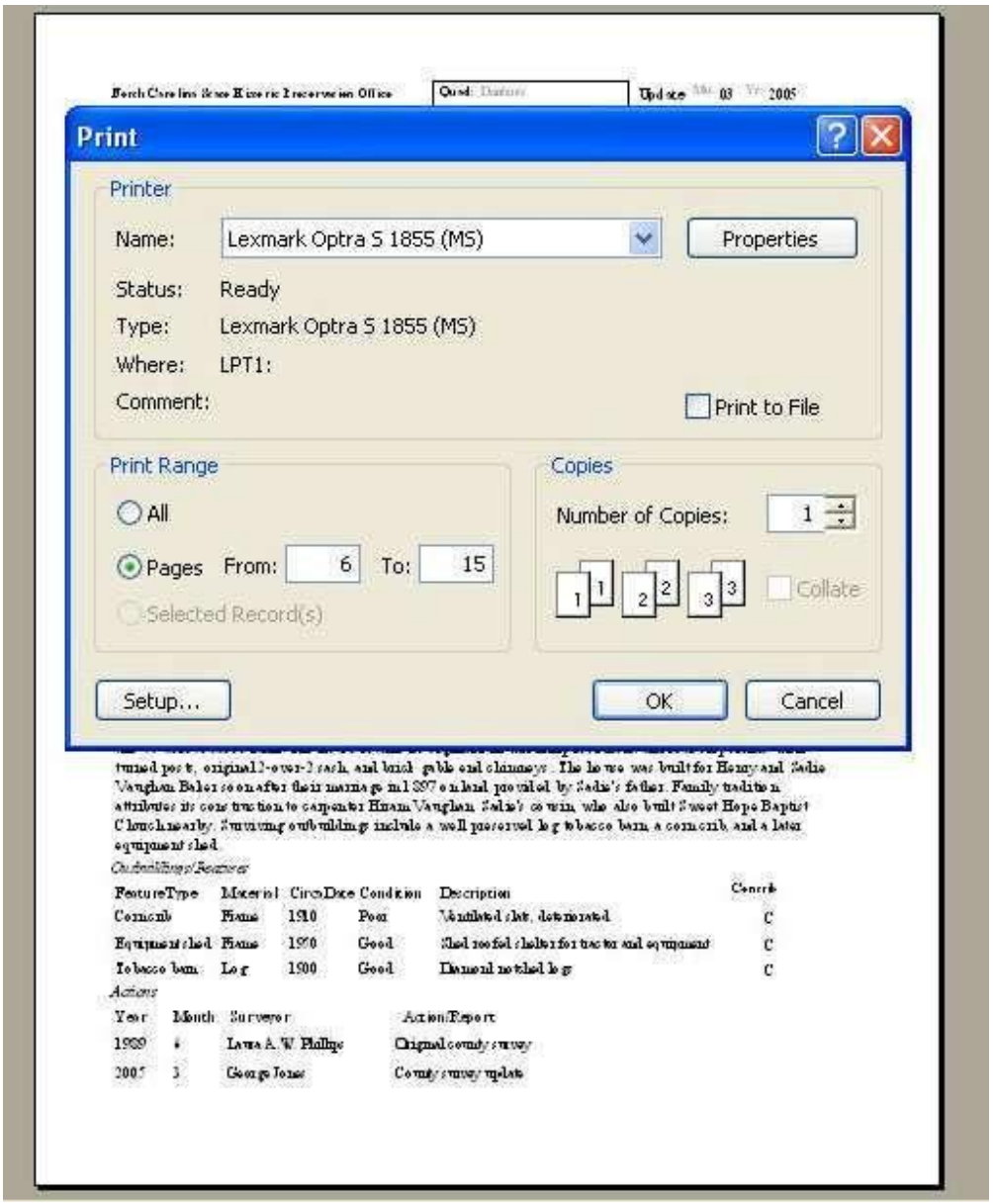
REPORTS MENU



Print Multiple Property Reports: You can print multiple property reports organized by:
-site number
-USGS quad and then site number – this is useful for full county surveys and county survey updates. Requires that you enter the Quad name.
-Town and District. Enter the town name if there is more than one town in your database. This list starts with properties in that town not associated with a district, then goes through each district alphabetically, with properties organized by street address within the district.

Once you select a way to organize the reports, the first report in that order will appear on screen. If you don't intend to print all the reports in that group, navigate through the reports with the browse button in the lower left to determine the range of page numbers you want to print. Then go to File in the top menu, and select print in the drop down menu. *DO NOT hit the print icon button on the top – it will print the report for every record in that group.*

The next window allows you to enter the range of page numbers for the batch of reports you want to print. Then click OK to print the batch.



Other Reports

The reports menu includes two options for printing simple lists of every property in the database – alphabetically by name, and numerically by survey site number.

<u>Report List All Districts by Status:</u> If there are multiple districts in your database, this report gives you a list of them, organized by designation status – NR, SL, etc.

<u>Select a District for District Reports:</u> This takes you to the district data entry form, where district reports (district property lists, etc.) are located. Browse to the district you want and select a report.

North Carolina State Historic Preservation Office

Historic Property Survey Summary

County: **Stokes**

SSN: **SK00215** NR #:

Quad: Danbury
PIN: 8588694377
X: **Y:**
Blkr: **Lot**
DOT Project #:
OSA#:

Update Mo: **03** Yr: **2008**

☑ No Alt ☐ Alt ☐ Det ☐ Rehab
☐ **Removed** ☐ Outbldg Loss
☐ No Acc. ☐ Not Fnd ☐ FileMsg
☐ Newly ID'd ☐ Needs Resch.

Property Name: **Henry and Sadie Baker Farm**

Street or 911 Address: **9134 Lawsonville Road**

Location Description: **W side SR 1634, 0.3 mi. N of NC 83**

Town/vicinity: **Danbury vicinity**

District: **Snow Creek Rural Historic District (SL District) Contributing Building**

District Dates: NRdate: SLdate: **10/11/2005** DOEdate:

Local District:

☐ Recommended for SL ☐ StudyList SLDate: ☐ NR NRDate:
☐ DOE-ER DOEDate:
☐ DOE-Keeper Local Status: Ownership: **Private**

Principal Resource Material Integrity: **High** Condition: **Good** Location Integrity: **Original**

Architectural Data: Primary: Date: **ca. 1900** Major Style Group: **19th-20th c. trad/vern**
Construction: **Balloon Frame**
Ext. Material: **Weatherboard:Plain** Later Covering: **None**
Height: **1 story** Roof: **Triple A** Plan: **Center passage** Core Form (Domestic): **Single Pile**
1st Design Source and attribution: **Hiram Vaughan, carpenter (Attributed)**

Architectural Data: Second Period: Date: Style Group:
Construction: Ext. Material
2nd Design Source and attribution

Major Theme: **Agriculture** 2nd Theme:
Group Association: Religious Affiliation
Historic Function: **Domestic - single dwelling**

Written Summary

A well-preserved 1-story frame farmhouse with triple-A roofline and rear kitchen ell is the centerpiece of this 75 acre tobacco farm. The house retains its orginal full-width hip roof front and rear ell porches with turned posts, original 2-over-2 sash, and brick gable end chimneys. The house was built for Henry and Sadie Vaughan Baker soon after their marriage in 1897 on land provided by Sadie's father. Family tradition attributes its construction to carpenter Hiram Vaughan, Sadie's cousin, who also built Sweet Hope Baptist Church nearby. Surviving outbuildings include a log tobacco barn and a corn crib.

Outbuildings/Features

FeatureType	Material	CircaDate	Condition	Contrib
Tobacco barn	Log	1900	Good	**C**
Diamond notched logs				
Corn crib	Frame	1910	Poor	**C**
Ventilated slats, deteriorated				

Actions

Year	Month	Surveyor	Action/Report
1989	6	Laura A.W. Phillips	Original county survey
2008	3	William Leonard	County survey update

Friday, May 02, 2008

North Carolina State Historic Preservation Office

District/Neighborhood/Area Summary Report

County: **Stokes**

SSN: **SK00398** NR #:

Name: **Snow Creek Rural Historic District**

Location: **Both sides of SR 1643 (Lawsonville Road) N. of NC 83, parallel to Snow Creek**

Town/vicinity: **Danbury vicinity**

450 Acres ☑ Estimated **24** Contributing **8** Noncontributing PoS: **1850-1950**

Status: **SL District** ☐ DOE-ER ☐ DOE-Keeper DOEDate

☐ Locally Designated HD ☑ SL SLDate: **10/11/2005** ☐ Surveyed only

☐ NR NRDate: ☐ Recommended for SL

☑ Residential ☐ Governmental ☑ Agricultural ☐ Military Action ☐ Designed Landscape

☑ Industrial ☑ Educational ☐ Transportation ☐ Military Install. ☐ Vernacular Landscap

☑ Commercial ☐ Medical ☐ Recreational ☐ Other Type Specify:

Major Theme: **Agriculture** Second Theme: Group Association

Written Summary

Five contiguous tobacco farms with houses dating between ca. 1850 and ca. 1940 and an assortment of late 19th and early 20th c. outbuildings, including over a dozen log tobacco barns, lie on a one mile stretch along the Lawsonville Road (SR 1643) on the west side of Snow Creek northeast of Danbury. Near the intersection with NC 83 is Taylor's Store (ca. 1910), which remains in operation, Sweet Hope Baptist Church (ca. 1925), and the former Lawsonville School, a ca. 1915 two-room frame school, now privately owned and used for storage. The ruins of Snow Creek Mill and its stone dam, which operated until about 1940, are nearby but obscured by overgrowth. Tied together by open fields, pastures, and woodlots, the district of approximately 450 acres is one of the best preserved agricultural landscapes in the county, combining elements of farm and rural community life between the mid-19th and mid-20th centuries.

Actions

Year	Month	Surveyor	Action/Report
1989	4	Laura A.W. Phillips	Original county survey
2005	8-10	HPO staff	Field visit and Study List presentation at owner request
2008	3	William Leonard	County survey update

District Property List by Property Address

Snow Creek Rural Historic District

SSN	Contrib	Property Name	Address
SK00221	C	Snow Creek Mill Ruin	Lawsonville Road
SK00201	C	Taylor's Store	9100 Lawsonville Road
SK00218	C	William Taylor House	9106 Lawsonville Road
SK00210	C	(former) Lawsonville School	9107 Lawsonville Road
SK00220	C	Sweet Hope Baptist Church	9120 Lawsonville Road
SK00217	C	Bostick Farm	9130 Lawsonville Road
SK00215	C	Henry and Sadie Baker Farm	9134 Lawsonville Road
SK00211	C	Abraham Jones Farm	9139 Lawsonville Road
SK00225	C	Lewis Family Farm	9200 Lawsonville Road
SK00222	C	Matilda Westmoreland Farm	9205 Lawsonville Road

North Carolina State Historic Preservation Office

HISTORIC PROPERTY FIELD DATA FORM

Circle your responses or write custom responses.

ER: _____

County_____ **Survey Site Number**:_____ **GIS:** _____

Property Name: _____

Street Address / location description:_____

Town: _____*vicinity* **Ownership**: *fed state local private non-profit unknown*

District / Neighborhood Association: _____ *contrib non-contrib*

Surveyor:_____ **Date**:_____

***For Survey Update**: No substantial change | change by alteration |change by deterioration | outbuilding loss | rehabilitated | removed or destroyed | not found | no access | file missing | newly identified | needs research*

Study List / DOE recommendation: *eligible | not eligible* **Criteria**: *A B C D*

Material Integrity: *High | Medium | Low | N/A Gone*

Condition: *Good | Fair | Deteriorated | Ruinous | N/A Gone* **Location**: *Original Moved (year if known_____) Uncertain*

Const. Date: *ca.* _____ **Major Style Group**: *Georgian | Geo/Fed | Federal | Fed/GkRev Greek Revival | Italianate | Gothic Revival | Queen Anne | Victorian – Other | 19th-20th c. traditional-vernacular | Neoclassical Revival | Colonial Revival | Southern Colonial | Beaux Arts | Spanish Mission | Tudor Revival | Rustic Revival | Craftsman/Bungalow | Period Cottage | Minimal Traditional | International | Moderne | Art Deco | Misc. Modernist Standard Commercial/Industrial | Ranch | Split Level | Other* _____

Construction: *Timber frame | Balloon frame | Load bearing masonry | Masonry veneer | Log | Steel frame | Concrete | Unknown | Other*_____

Primary Original Ext. Material: *Weatherboard (plain beaded molded novelty type unk.) | Batten | Wood shingles | Exposed logs | Brick | Stone | Stucco | Pebbledash | Other*_____

Covering: *None | Aluminum | Vinyl | Asbestos Shingle | Later brick veneer | Metal | Paper | Undetermined*

Height (stories): *1 | 1 ½ | 2 | 2 ½ | 3 | more than 3 (enter)* _____

Roof: *Side gable | Front gable | Triple A | Cross gable | Hip | Gambrel | Pyramidal | Mansard | Parapet | Flat Other*_____

Plan: *Not Known | 1-room| Hall-parlor| 3 room| Side passage| Center passage | Saddlebag | Dogtrot | Irregular Shotgun | Other*_____

Core Form (domestic): *I-house | Single pile | Double pile | Foursquare | other* _____

Design Source:_____ *attributed | documented*

Special Associations / Themes: _____

Outbuildings and landscape features *(continue on back if necessary)*

Use back of sheet for narrative description and field notes and sketches

Page 2. Use this side for written summary, notes, and sketches of floor plans and/or site plans. Use additional blank sheets if necessary. Address primary features like porches and chimneys when appropriate; make note of exceptional items such as high quality woodwork, masonry work, decorative painting, original storefronts, and special architectural materials.

North Carolina State Historic Preservation Office

HISTORIC PROPERTY FIELD DATA FORM

INSTRUCTIONS AND GUIDANCE

May 2008

The *NC HPO Historic Property Field Data Form* is designed for use in conjunction with the *Historic Property Data Entry Form* in the NC HPO Survey Database (an Access database structure used for the statewide historic property inventory). It is a simplified version of the old "Yellow Form" formerly used in field surveys. Like all such forms, it serves primarily as a simple checklist of the basic information to be collected about a property in the field. The surveyor is by no means restricted to the different categories of data on the form, and may use additional blank sheets of paper for additional data. ***This form is not required.*** A surveyor may devise and use his or her own form customized for a particular project as long as the data can be translated from the form into the computer database.

The form is designed primarily to record individual historic structures (with or without associated secondary buildings or landscape features), and since the majority of historic structures are houses, it is also weighted towards residential buildings. However, it may be used for any type of property or site, even those where no historic structures are present, such as a historic road bed or cemetery. It may also be used for an isolated historic outbuilding, such as a barn, when the historic house or farm with which it was associated is no longer extant.

As a general rule, if a data field does not have an obvious answer, or you're not sure how to answer it, *ignore it* – it's probably not important for that property, or can be determined later. You are not limited to the choices given, and may write in your own response for any field when appropriate.

County: For a large project with many properties being recorded, this field may be skipped since it can be automatically entered in the computer data entry form. When using the form to record an individual property, only a few properties, or multiple properties across county lines, write in the county name or two-letter code.

Survey Site Number: For a large project where the surveyor or survey team will also be doing the data entry, a block of survey site numbers will be assigned by the HPO in advance. For small projects or individual properties where the surveyor is not doing data entry, assign a temporary number using the two-letter county code, the small letter **t**, and a number, such as ***WAt1***. The HPO will assign the permanent numbers and enter the data.

ER: If the field work is part of an environmental review project, enter the project number here.

GIS: Some projects have a GIS component and may involve establishing a spatial link in the field, such as using a GPS unit to determine XY coordinates, capturing Parcel Identification Numbers from the local GIS website, etc. If such data is collected in the field, enter it here.

Property Name: If there is no name by which a property is commonly known, or if it cannot be determined at the time of the site visit (such as William and Alice Blake House; Johnson Family Farm; Watson's Store; Sweet Hope Baptist Church, Red Oak School), enter the generic name – House, Farm, Store, Church, or School.

Street Address/location description: For urban properties, this is almost always the street address. For rural properties, it may be the "911" address if that can be determined. Otherwise, provide a location description with directions and distances, such as "N. side SR 1245, 0.4 mi. W. of NC 150," estimating the distance off your field map or using your car's odometer.

Town: (*vicinity)* The city, town, or rural community in which the property is located. For rural properties, circle *vicinity* after entering the name of the nearest town.

Ownership: *fed state local private non-profit unknown* Circle the appropriate response.

District/Neighborhood Association: (*contrib non-contrib)* For large projects involving a single district or neighborhood, this data can be entered globally by the computer and this can be left blank or identified with an abbreviation. This does not necessarily have to be a potential historic district. It may be any neighborhood or area that provides an umbrella identification for a group of associated properties. For National Register, Study List, or DOE districts, circle *contrib* or *non-contrib* to indicate whether in your opinion the property is contributing to the character of the district.

Surveyor / **Date**: Your name and/or company name and date of the field work.

For Survey Update*: No substantial change | change by alteration |change by deterioration | outbuilding loss | rehabilitated | removed or destroyed | not found | no access | file missing | newly identified | needs research*

If your project is an update of an older survey and you have access to the original files and are checking on the status of previously recorded properties, circle any of the responses that apply.

Study List / DOE recommendation: *eligible | not eligible* If your project scope includes evaluations for National Register eligibility, circle your recommendation. Circle which National Register criterion/criteria you believe would apply. Add any additional comments to the right.

Material Integrity: *High Medium Low N/A Gone* This is not the same as condition (next field). This means the historic integrity of the material in the building. It may have high integrity (mostly original materials and features) but be in deteriorated condition, or have low integrity and be in good condition. This is a somewhat subjective judgment. As a rule of thumb, a house that has been covered with artificial siding but otherwise retains its original form, windows, and porches is "medium." The same house with porch removed or enclosed and with windows replaced is "low."

Condition: *Good Fair Deteriorated Ruinous N/A Gone* See above. This is the condition of the material. A heavily altered house may have low integrity but be in good condition. Also a subjective judgment.

Location: *Original Moved (year if known_____) Uncertain* This is usually pretty clear, but may not always be for buildings moved in years past.

Const. Date: *ca.* _____ Year or range of years of construction. If you don't determine a specific year or range of years (and it is rare to do so), circle *ca.* and enter your estimated year or range of years, such as **ca. 1850**, **ca. 1875-1900**, **1920s** etc. Using years instead of descriptions (1890-1910 instead of "turn of the century") enables creating chronological lists in the database, with a property listed at its earliest possible year of construction. For properties with a second period of significant additions or alterations, you may enter more than one year or range of years, such as **ca. 1890-1900; 1955**

Major Style Group: *Georgian | Geo/Fed | Federal | Fed/GkRev*
Greek Revival | Italianate | Gothic Revival | Queen Anne | Victorian – Other | 19th-20th c. traditional-vernacular | Neoclassical Revival | Colonial Revival | Southern Colonial | Beaux Arts | Spanish Mission | Tudor Revival | Rustic Revival | Craftsman/Bungalow | Period Cottage | International | Moderne | Art Deco | Misc. Modernist | Standard Commercial/Industrial | Ranch | Split Level | Other _____

These are the mostly common general style groups. You may circle more than one for a building with a complex history and evidence of more than one period and style.

Construction: *Timber frame | Balloon frame | Load bearing masonry | Masonry veneer | Log | Steel frame | Concrete | Unknown | Other*_____

As a general rule, timber frame applies to older wooden buildings (mostly constructed before the Civil War of hewn timber, post-and-beam construction) and balloon frame to stud-wall construction from the late 19th century onward.

The same difference holds for load-bearing masonry versus masonry veneer. In 20th century neighborhoods, the choices will almost always be balloon frame and masonry veneer.
Primary Original Ext. Material: *Weatherboard (plain beaded molded novelty type unk.) | Batten | Wood shingles | Exposed logs | Brick | Stone | Stucco | Pebbledash | Other*_____

The primary original exterior material, which may be hidden under a modern covering (see below). If you are recording buildings from the mid-20th century and later, one of the more modern materials, such as asbestos shingles, may be the original material. If so, write that in "other."

Covering: *None | Aluminum | Vinyl | Asbestos Shingle | Later brick veneer | Metal | Paper | Undetermined*

Circle the material that covers or replaces the primary original material.

Height (stories): *1 | 1 ½ | 2 | 2 ½ | 3 | more than 3 (enter)* _____

Circle the building height or enter the height in stories for taller buildings. "1/2" story generally will mean the presence of dormer windows on the roof.

Roof: *Side gable | Front gable | Triple A | Cross gable | Hip | Gambrel | Pyramidal | Mansard | Parapet | Flat Other*_____

The choices are the most common roof forms, primarily for houses.

Plan: *Not Known | 1-room| Hall-parlor| 3 room| Side passage| Center passage | Saddlebag | Dogtrot | Irregular Shotgun | Other*_____

This field is targeted mostly towards older houses of traditional form and plan. The plan refers to the central core of the building and doesn't address wings, whether or not original.

Core Form (domestic): *I-house | Single pile | Double pile | Foursquare | other* _____

This field also targets older houses of traditional form.

Design Source:_____ *attributed | documented*

This may be an architect, builder, carpenter, pattern book plan, magazine plan, Sears or Aladdin design, or other source. This information may sometimes be collected in interviews with property owners or knowledgeable neighbors. When there is no clear documentation for the association, circle "attributed," as in "My grandmother told me that Sidney Blake built this house for her and Granddad in 1925," or "They say this is a Sears house."

Special Associations / Themes: This is a catch-all for any special association(s) with a significant person, event, movement, historic theme, ethnic or religious group, or anything else you think should be noted.

Outbuildings and landscape features *(continue on back if necessary).* List and briefly describe barns and other outbuildings, family cemeteries, and landscape features such as gardens, orchards, unusual plantings, and other distinctive features associated with the principal resource. Urban properties will often have a garage. Consider age if it can be determined or estimated, function, materials, and condition. Use the back side of the form or additional blank pages if necessary.

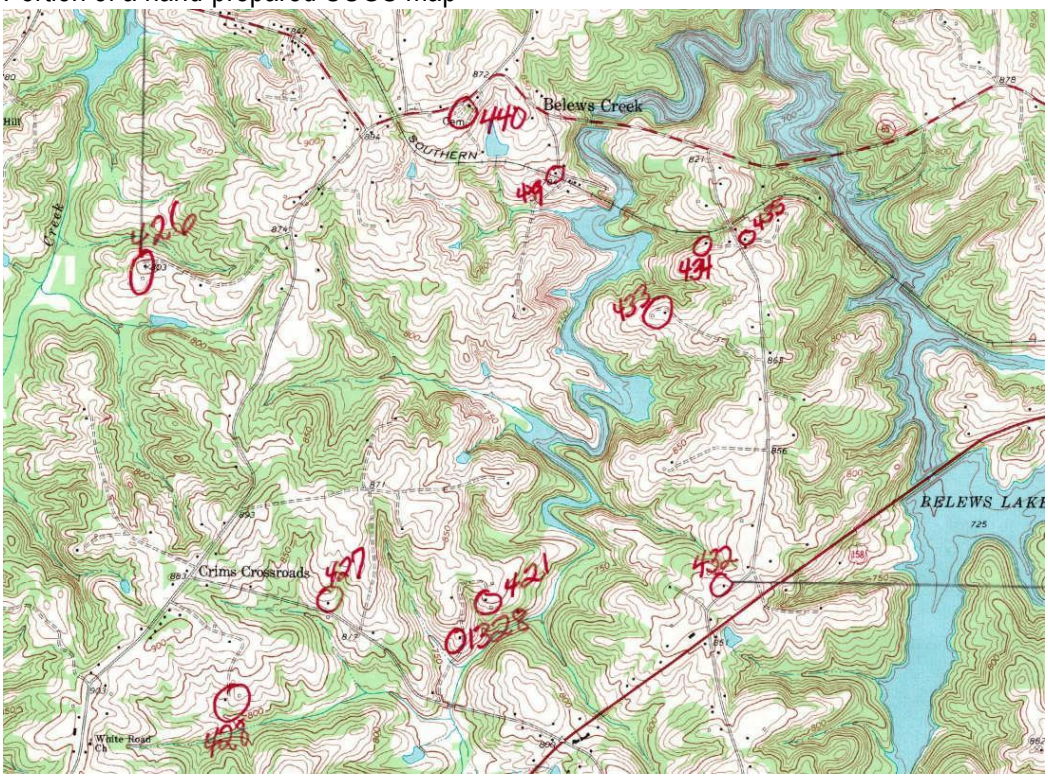
Back side of the form

Page 2. Use this side for written description, notes, and sketches of floor plans and/or site plans. Use additional blank sheets if necessary. Indicate character of significant features like porches and chimneys; make note of exceptional features items such as high quality woodwork, masonry work, decorative painting, original storefronts, and special architectural materials.
Use this space for a general summary, giving attention to distinctive features or associations. This should be the basis for the narrative summary that is entered in the database. Also use this space for field sketches of floor plans or site plans. Use additional blank sheets of paper if necessary.

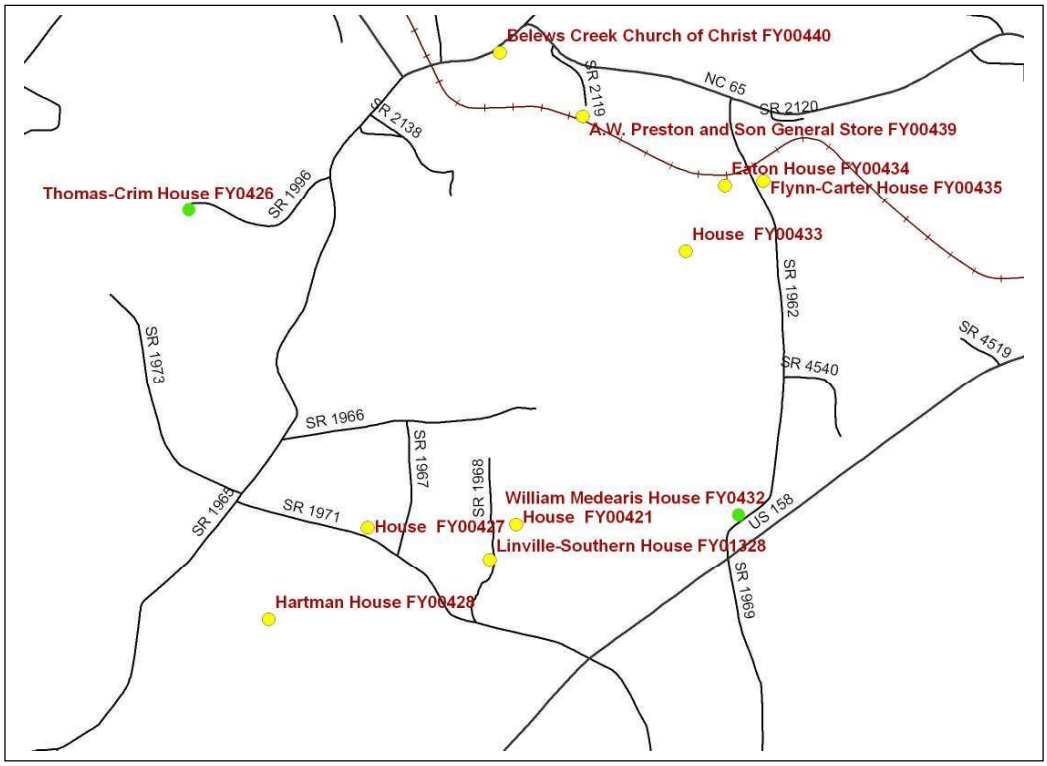
N.C. State Historic Preservation Office, April 2008

Appendix E: Sample Survey Maps

Portion of a hand-prepared USGS map



Map of same area generated by GIS software



Appendix F: Map-Coding

Guidelines for Map Coding

1. Write legibly on the field map in pencil. Copy your field map coding in black ink onto a clean final map for submission with the survey files.

2. At the conclusion of the survey, provide a count of each major building type map-coded, so that there is a record of these resources. These statistics, with some analysis, should be part of the final survey report.

3. Outstanding and selected representative examples of each ordinary house type should be fully recorded on the appropriate survey forms, with photographs.

4. Churches, schools, commercial buildings and industrial buildings are not usually map coded. Such buildings, which are generally local landmarks that help define the historic character of the community, should be surveyed. The exception are map notations explaining landmarks such as churches that are not surveyed, particularly where there was a historic church on the site but it has been replaced or so severely altered that it was not surveyed.

5. Do not stack up too many letters; give only enough to note clearly what the property is.

6. If necessary you may create a notation for a type of building especially common in your survey area; be sure to define this clearly on each survey map and in your report.

Map-Coding Typology for Common 20th Century Houses

<u>Material</u>
Fr: Frame (or, assumed unless otherwise denoted)
CB: cinder/concrete block
Br: brick

<u>Stories</u>
1: 1 story
2: 2 story

<u>Roof</u>
(sg): side gable (assumed unless otherwise noted)
(fg): front gable
(h): hip
(3A): side gable with center gable ("Triple A")
(p): pyramidal

Building Type
I: I house (2 story, single pile, two rooms + wide)
B: Bungalow
T: T plan
L: L plan
SG: Shotgun :
FS: Foursquare
PC: "Period cottage"
MT: "Minimal traditional"
RH: Ranch house

Floor Plan
CP: central passage
HP: hall/parlor
SP: single pen (for log)
DP: double pen (for log)

Bays
Subscript numerals denote number of bays

Status
Alt: altered
Ruin: ruinous

Other Common Building Forms
TB: Tobacco barn (material in parentheses--log or fr)
GS: Gas Station (material in parentheses)
O/B: Miscellaneous Outbuildings

Appendix G: Sample Multiple Property Documentation Form Outline

(*Note: Chronology and themes for historic contexts and particulars of property types will vary with the development of the survey area*.)

Historic and Architectural Resources of Dobbs County, N. C.

Introduction
A. Topography and Overview of County
B. Historic Contexts
1. Early Development through 1849
Settlement and Ethnicity
Agriculture
Religion and Education
Architecture
2. The Railroad Era, 1850-1879
Growth, War, and Recovery
Transportation (Arrival of Railroad)
Agriculture
Commerce and Industry
Religion and Education
Architecture
3. Timber and Tourism, 1880-1919
Agriculture
Transportation
Industry and Commerce (Impact of Lumbering)
Urbanization
Resort Development
Religion and Education
Architecture
4. Urbanization and Industrial Expansion, 1920-1946
Agriculture
Commerce
Industry (Impact of World War II)
Urbanization and Suburbanization
Health and Medicine: (Impact of regional hospital)
Architecture
5. Dobbs County Since 1946: A Synopsis

C. Property Types:
1. Residential: Houses, Domestic Outbuildings, Landscapes
a. 18th-early 19th century
b. Mid-19th c.
c. Late 19th c.
d. Early 20th c.
2. Farm Complexes and Agricultural Buildings
3. Cemeteries
4. Transportation, Industrial, Commercial Structures
5. Institutional Buildings: Churches, Schools, Government